Call to Order
Mr. Snavely convened the meeting at 7:00p.m. with the Pledge of Allegiance.

Roll Call:
Board: Chairman Douglas Snavely, Treasurer Barb Horst, Secretary Marc Phillips, Assistant Treasurer/Secretary Lin Harley, and Members Council Vice President Doug Shaub and John Roads.

Staff:
Office: Authority Administrator Bill Kelso, Operations Manager David Fenicle, Recording Secretary/Utility Billing Administrator Candace L Hoover.
Engineering: Yves Pollart – Rettew Associates
Operations: Dennis Dragas – Miller Environmental, Inc (MEI)

New Member Welcome:
- Mr. Kelso welcomed Mr. Roads to the board.

Election of Officers:
- Mr. Snavely entertained a Motion to nominate members for the office of Chair; Mr. Phillips moved to nominate Mr. Snavely to the office of Chair; seconded by Mr. Roads. Motion passed unanimously.
- Mr. Snavely entertained a Motion to close nominations for the office of Chair; Mr. Harley moved to close nominations for the office of Chair; seconded by Mrs. Horst; Motion passed unanimously.
- Mr. Snavely entertained a Motion to nominate members for the office of Vice Chair; Mrs. Horst moved to nominate Mr. Harley to the office of Vice Chair; Mr. Harley moved to nominate Mr. Phillips to the office of Vice Chair; Motion to nominate Mr. Phillips to the office of Vice Chair seconded by Mr. Shaub. Motion passed unanimously.
- Mr. Snavely entertained a Motion to close nominations for the office of Vice Chair; Mr. Shaub moved to close nominations for the office of Vice Chair; seconded by Mrs. Horst. Motion passed unanimously.
- Mr. Snavely entertained a Motion to nominate members for the office of Treasurer; Mr. Harley moved to nominate Mrs. Horst to the office of Treasurer; Motion seconded by Mr. Phillips. Motion passed unanimously.
Mr. Snavely entertained a Motion to close nominations for the office of Treasurer; Mr. Shaub moved to close nominations for the office of Treasurer; Motion seconded by Mr. Roads. Motion passed unanimously.

Mr. Snavely entertained a Motion to nominate members for the office of Secretary; Mr. Shaub moved to nominate Mr. Harley to the office of Secretary; seconded by Mr. Phillips. Motion passed unanimously.

Mr. Snavely entertained a Motion to close nominations for the office of Secretary; Mr. Phillips moved to close nominations for the office of Secretary; seconded by Mrs. Horst. Motion passed unanimously.

Mr. Snavely entertained a Motion to nominate members for the office of Assistant Secretary/Treasurer; Mr. Phillips moved to nominate Mr. Shaub to the office of Assistant Secretary/Treasurer; seconded by Mrs. Horst. Motion passed unanimously.

Mr. Snavely entertained a Motion to close nominations for the office of Assistant Secretary/Treasurer; Mr. Harley moved to close nominations for the office of Assistant Secretary/Treasurer; seconded by Mrs. Horst. Motion passed unanimously.

Mr. Snavely entertained a Motion to close elections; Mr. Phillips moved to close elections; seconded by Mr. Shaub. Motion passed unanimously.

Approval of Minutes:
December 18, 2008:

- Mrs. Horst noted that Section V-b-1 should read, “Water revenue is illustrated as coming in under budget.”
- Mrs. Horst stated that Section VII-b-1 should read, “Page two of the contract lists 180 days for contract termination, because of the time needed to acquire other administrators if the Authority wants to end services with the Borough, and to allow the Borough to budget for lost revenue.”
- Mrs. Horst requested that Section VII-b-1-sentence one be revised to read, “The booster station has been removed, but it needs to be seeded this spring.”
- Mr. Snavely said that Section VII-a-2; the Motion’s first should read, “A Motion was moved by Mr. McGeehan to approve the employment of Mr. David Fenicle as Operations Manager at the wage recommended by the Authority Administrator.”
- Mr. Snavely added that Section VII-d should read, “Discussion was had on updating the resolution to include; a rate for Mr. Dragas including an additional 15% as well as a rate for lab fees including an additional 15%.”
- Mr. Harley indicated that his Motion (the first listed) under Section VII-e-7 is not stated as he meant it to appear. His intention was for the rate increase to be 20% on the base rate well as 20% on the per 1K gallon usage rate. Mr. Snavely noted that the verbiage on the Resolution that was passed only included a 20% increase on the base rate. The Authority agreed to table discussion on the rates until further along in the meeting.
Chairman Snavely entertained a Motion to approve the Minutes of December 18, 2008 as amended with the exception of Mr. Harley’s rate increase Motion; Mrs. Horst moved to approve the Minutes of December 18, 2008 as amended with the exception of Mr. Harley’s rate increase; seconded by Mr. Roads. Motion passed unanimously.

Visitors:
Mr. Mark Koch (counsel to Forino - the developer of Holly Tree Farms Subdivision), Mr. Ed Davis & Scott Sweigert of Forino, and Mr. Eric Phillips of 44 Market Square were present.

Forino:
- Mr. Koch reviewed the history of the Forino development.
  - Forino offered to pay the Authority Solicitor for assistance in moving forward with the condemnation of the open space in Keystone Customer Homes’ Sweetbriar Creek Phase II. The proposed area would only be the right-of-way for water. It is slated to be turned over to Penn Township and cannot be used as anything other than open space. (Penn Township cannot condemn the land, because the Township will not be providing the water service.)
  - The condemnation proceedings, best case scenario, would take six to eight months. The condemnation is a limited action that can only be challenged once – by a board review. The process is very controlled. Once it is approved the board review could only be an argument of dollar amounts on the value of the condemned land, the land would still be condemned.
  - The Forino Developers expressed gratitude for the Authority’s assistance as they have already upheld the Authority’s requests of them by completing work for the Authority on the Sun Hill project and offered to pay for the services of Solicitor Gray to attend the next meeting.

Mr. Snively entertained a Motion to authorize the Authority Solicitor to move forward with negotiations to condemn the noted track of land in the Sweetbriar Creek Development for Forino to add the necessary water lines to service the Holly Tree Farms Development and to begin negotiations on an agreement to reimburse the cost of the condemnation from Forino’s tapping fees to the Authority; Mr. Harley moved to authorize the Authority Solicitor to move forward with negotiations to condemn the noted track of land in the Sweetbriar Creek Development for Forino to add the necessary water lines to service the Holly Tree Farms Development and to begin negotiations on an agreement to reimburse the cost of the condemnation from Forino’s tapping fees to the Authority; seconded by Mrs. Horst. Motion passed unanimously.
Mr. Snavely entertained a Motion to approve the reduction of tapping fees for Forino as negotiated with the Authority Solicitor as long as it includes language that limits the reimbursement to 70 EDUs; Mr. Shaub moved to approve the reduction of tapping fees for Forino as negotiated with the Authority Solicitor as long as it includes language that limits the reimbursement to 70 EDUs; seconded by Mr. Phillips. Motion passed unanimously.

Reports:

**Engineer’s Report:**

**Resolution 4-2009:**
- A Resolution requesting an H2O PA Grant from the Commonwealth Financing Authority to be used for upgrades to the Manheim Borough Authority’s Waste Water Treatment Plant to benefit the citizens of Manheim Borough, Penn Township, and Rapho Township which are, or will be, served by the Authority and designating Chairman Snavely and Secretary Harley to execute all documents and agreements between the Manheim Borough Authority and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

- Mr. Snavely entertained a Motion to conditionally approve Resolution 4-2009 with the figures to be provided by the Engineer and entered by Mr. Kelso; Mr. Shaub moved to conditionally approve Resolution 4-2009 with the figures to be provided by the Engineer and entered by Mr. Kelso; seconded by Mrs. Horst. Motion passed unanimously.

**Resolution 3-2009:**
- A Resolution authorizing the financing timeline and authorizing the Authority’s financial advisors to seek bank proposals for financing.

- Mr. Snavely entertained a Motion to approve Resolution 3-2009; Mr. Shaub moved to approve Resolution 3-2009; seconded by Mr. Harley. Motion passed unanimously.

**WWTP Upgrades:**
- Mr. Pollart made a presentation about constructing a sludge building further back on the property – it would delay the project by approximately two months and add an additional cost projection of $700K. The current building cannot be used to generate Class A sludge. Sludge is currently being trucked from one location to another and it is not economical.
  - Mr. Fenicle and Mr. Shaub concurred that there is a potential cost savings in having a new structure built. The existing building is in poor condition and would have to be maintained.
Mr. Pollart stated that the demolition of the building would be a financial wash with the cost savings from the developer not having to use the equipment that would be necessary to work around the existing structure.
  o The total cost for the WWTP would be closer to $12 million; however the construction cost estimate environment is looking well, so it may come in around $10 million after the addition of the biosolids building. Additionally, the grant process would not be delayed.

➢ Mr. Snavely entertained a Motion to approve the demolition of the existing sludge building and the construction of a new biosolids building with design costs not to exceed $47K; Mr. Shaub moved to approve the demolition of the existing sludge building and the construction of a new biosolids building with design costs not to exceed $47K; seconded by Mr. Harley. Motion passed unanimously.

**White Oak:**
  • Mr. Pollart reported that he believed the proposed project was for seed money. The farmer involved is actually looking for credit purchasers rather than cooperative junctions.

**I/I Master Plan:**
  • Mr. Fenicle has been reviewing the smoke testing reports (see attached).

**Interconnect:**
  • The Becker Engineering cost estimations are nearing $1.2 million. Mr. Kelso is working with Penn Township Manager David Kratzer on finding grant funding for the project.

**Operations Report:**
  • Mr. Dragas provided two additional charts (attached with regular meeting documentation and marked with a check mark on the right hand portion of each page for clarification purposes.)
    o Maintenance Expenses annual report for 2008 will be reprinted for the file due to the “###” cell in the December column. (See attached.) Mr. Dragas will review the numbers and re-submit the invoice.
      ▪ Mr. Dragas has received authorization to accept payments on the maintenance expenses in installments.

➢ Mr. Snavely entertained a Motion to authorize the lump sum payment of the Maintenance Expenses in the amount of $16K; Mr. Harley moved to authorize the lump sum payment of the Maintenance Expenses in the amount of $16K; seconded by Mr. Shaub. Motion passed unanimously.
Administrators Report:
- Mr. Kelso noted that Mr. Fenicle is officially on board as a staff member and is doing well. Mr. Snavely requested a written monthly administrator’s report. Mr. Harley and Mr. Marc Phillips concurred.
- Mr. Harley noted his desire to see a completed Capital and BR&I budget.

Operations Manager Report: (See attached.)
- Mr. Fenicle and Mr. Dragas meet once a week for an hour to review operational details.
- Mr. Fenicle met with Mark Nuscher of L.B. Water about meters.
- Water Treatment Plant: Mr. Fenicle is working on a lid design to keep debris out of the final settling tank shoebox lids.
- Mr. Jerry Stehman’s building construction did not include gutter work. Mr. Fenicle distributed photos for the board to review. (See attached.) He recommended gutter work and soffits on the front and rear with fascia board that is wrapped. Soffits will not be done around the back or gable end yet. He has obtained three quotes, the least expensive being: for approximately $1,200.

➢ Mr. Snavely entertained a Motion to authorize the spouting repairs necessary to preserve the building, not to exceed $1,212; Mr. Shaub moved to authorize the spouting repairs necessary to preserve the building, not to exceed $1,212; seconded by Mr. Harley. Motion passed unanimously.
  - If Mr. Stehman does not want to complete the spouting on his portion of the building staff is to hold on that portion of the repairs. Mr. Fenicle will review the Stehman lease agreement.
  - MEI will paint the garage doors to maintain and protect them.
  - The fuel tank is being removed. It will not cost anything for the removal and the tank has no value.

- Wastewater Treatment Plant: All construction projects are to have dirt hauled out so that the pile does not get any larger.
- I/I Phase II: Manhole Two is in disrepair, showing flows of approximately 10K per day (an average day without a rain event). The creek runs over top the lid to the field when it overflows. Mr. Fenicle is recommending a spray lining, which carries a 50 year guarantee. The two contractors that provided this type of service are willing to offer a discount for working jointly with other municipalities. He does not have any quotes just yet. He is also getting quotes on sealing the lid and other options to prevent water from running across the lid during flood events.
  - Mr. Shaub recommended having the contractor do more than one manhole at a time to obtain additional cost savings.
Mr. Fenicle is working on a comprehensive plan for obtaining compliance from the residential connections.

- **Mowing Services**: The budget will have to be amended to include the remaining two years of the contract with Cut-N-Trim. Mr. Fenicle suggested using the existing mower in the future, but only after obtaining a trailer to haul it to each site.
- **Fluoride**: MEI supports the discontinuance of fluoridation treatments.

### Vouchers:

- Mr. Snavely entertained a Motion to ratify the vouchers dated December 31, 2008 in the amount of $73,018.04; Mr. Harley moved to ratify the vouchers dated December 31, 2008 in the amount of $73,018.04; seconded by Mr. Shaub. Motion passed unanimously.

- Mr. Snavely entertained a Motion to ratify the vouchers dated December 22, 2008 in the amount of $1,372.50; Mr. Phillips moved to ratify the vouchers dated December 22, 2008 in the amount of $1,372.50; seconded by Mr. Shaub. Motion passed unanimously.

- Mr. Snavely entertained a Motion to authorize payment of the vouchers dated January 12, 2009 in the amount of $124,612.07; Mr. Shaub moved to authorize payment of the vouchers dated January 12, 2009 in the amount of $124,612.07; seconded by Mr. Harley. Motion passed unanimously.

- Mr. Snavely entertained a Motion to authorize payment of the vouchers dated January 15, 2009 in the amount of $133,846.19; Mr. Shaub moved to authorize payment of the vouchers dated January 15, 2009 in the amount of $133,846.19; seconded by Mr. Harley. Motion passed unanimously.

### Revenue & Expense Report Inquiries:

- Mr. Pollart verified for Mrs. Horst that the 5-Points project’s engineering costs will be reimbursed by DEP.
- Mr. Harley asked staff to clarify with Fiscal Assistant Mitchell whether or not he should expect changes on the year-end revenue and expense reports.
- The board recommended that staff use a checklist to prepare packets so that items are not missed.
- Staff will provide the 31 account information to the board.
- Vouchers are to be provided the night of the meeting.
- The board requested the submission of bank reconciliations. The board reviewed that the Auditor was paid additional funds to reconcile bank statements. (The statements were...
Mr. Snavely entertained a Motion to approve the payment of postage for the mailing of quarterly statements for year; Mr. Shaub moved to approve the payment of postage for the mailing of quarterly statements for year; seconded by Mr. Phillips. Motion passed unanimously.

New Business:
Resolution 5-2008:
- When the rate study was completed in 2006 the Authority was not aware of what costs would be involved in the upgrade of the WWTP. The rate structure that included a 20% increase for the sewer rates was based upon a WWTP upgrade cost value of $10 million. (See first Authority newsletter.) Mr. Pollart stated that the CFA grant may cover up to 50% of the cost of the upgrade. In light of that, if the full 50% grant is received, the Authority may not have to raise rates 20% or possibly not at all. He suggested that the Board could wait until May (after the grant results have been received) to determine whether or not there is a need to raise rates.
  - Mr. Eric Phillips commented on his dismay at the 20% base rate increase as it hurts minimal users. He feels that the rate payers could have been notified earlier that this increase was in the wings for the December meeting.
  - Mr. Fenicle recommends; in light of the newly learned information, that the board rescind Resolution 5-2008 and table it until after they learn what funding may be available WWTP. (He noted that the Resolution would have to be rescinded regardless, because Mr. Harley’s Motion was misstated.)

Resolution 5-2008:
- Mr. Snavely entertained a Motion to rescind Resolution 5-2008; Mr. Shaub moved to rescind Resolution 5-2008; seconded by Mr. Harley. Motion passed unanimously.

Resolution 1-2009:
- Mr. Snavely entertained a Motion to approve Resolution 1-2009 which would approve the rate structure with the exception of the sewer base rate and the update of the dates on the last page; Mr. Phillips moved to approve Resolution 1-2009 which would approve the rate structure with the exception of the sewer base rate and the update of the dates on the last page; seconded by Mr. Harley adding that he is only in support the rescinding of Resolution 5-2008 to Resolution 1-2009 if the board will revisit their capital expenses, because there are line items such as the alleged $600K for the interconnect that are not included in the current budget. Motion passed unanimously.
• Mr. Harley expressed again the great need behind seeing a capital items list and budget.
• Mr. Fenicle expressed concern about lost opportunities; i.e. the septage revenue with the current design of the MEI contract. He is also revisiting the flow and loading payment of $52K.
• Mr. Roads recommended that staff send a letter of intent. Mr. Snavely suggested that the letter be included with the next check to be paid to MEI with ¼ of the $52K taken off of the current amount due and to repeat the action for the following three payments.

  ➢ Mr. Snavely entertained a Motion to submit a letter of intent to MEI and taking ¼ of the $52K off of the next four invoices due to MEI breaking payments into 4 taking off amount paid to MEI – the first of which is to be sent after the letter is received from Solicitor Gray as she will have the actual number to be used and divided by four; Mr. Roads moved to submit a letter of intent to MEI and taking ¼ of the $52K off of the next four invoices due to MEI breaking payments into 4 taking off amount paid to MEI – the first of which is to be sent after the letter is received from Solicitor Gray as she will have the actual number to be used and divided by four; seconded by Mr. Shaub. Mr. Harley stated that he would prefer to see the letter and provide input prior to making a decision and would like to defer action until after the letter is received from Solicitor Gray. Mr. Shaub would like to proceed, but obtain copy of letter. Solicitor Gray will be present at the next meeting. Staff will ask her to provide her data prior to the meeting. The Motion did not carry.

• Mr. Kelso made comments on areas for the Authority to pursue for alternatives to operations. The board authorized staff to provide them with options to review. Mr. Kelso stated that staff will do a feasibility study.
• Fluoride: Mr. Pollart shared that DEP must be notified should the Authority decide to discontinue drinking water fluoridation, but feels that it is not currently worth pursuing; however, its removal would pay for itself over the long run. The board determined that fluoridation is not a priority at this time.

Resolution 2-2009:
• Mr. Kelso presented the Right-to-Know resolution.

  ➢ Mr. Snavely entertained a Motion to approve Resolution 2-2009; Mr. Shaub moved to approve Resolution 2-2009; seconded by Mr. Harley. Motion passed unanimously.

• Rapho Township Refinancing Credit: Mr. Kelso will see that Fiscal Assistant Mitchell contacts Mr. Schlesinger of Concord Public Finance and Solicitor Gray to confirm Mr. Harley’s understanding that Rapho Township is to share in the cost of the WWTP
upgrade as well as receive a refund for the refinancing of the current bond so that a letter can be generated for the Township. Mr. Harley has a meeting with the Township and would like for staff to hold off on the letter until he meets with them.

**Adjournment:**

- Mr. Snavely entertained a Motion to adjourn; Mr. Phillips moved to adjourn at 10:31 p.m.; seconded by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
MANHEIM BOROUGH AUTHORITY
Minutes of February 19, 2009 (as amended at the March 19, 2009 meeting)

Call to Order
Mr. Snavely convened the meeting at 7:00p.m. with the Pledge of Allegiance.

Roll Call:
Chairman Doug Snavely, Vice Chairman Marc Phillips, Treasurer Barb Horst, Secretary Lin Harley, and Members; Council Vice President Doug Shaub, and John Roads.

Staff:
Office: Operations Manager David L. Fenicle, and Recording Secretary/Utility Billing Administrator Candace L. Hoover
Engineering: Yves Pollart – Rettew Associates
Operations: Dennis Dragas – Miller Environmental, Inc. (MEI)
Solicitor: Kathleen A. Gray, Esquire – Barley Snyder

Approval of Minutes- February 19, 2009:
• Mr. Harley indicated that on page three under “Visitors”, Mr. Koch’s name is spelled incorrectly. It is to be corrected from “Kupp” to “Koch” throughout.
• Under “Administrator’s Report”, Mr. Harley noted that Mr. Snavely requested a written administrator’s report and that he and Mr. Marc Phillips did not make the request, rather only concurred with Mr. Snavely’s request.
• Mr. Harley stated that under “New Business, Resolution 5-2008” the section is to be re-written to read, “When the rate study was completed in 2006 the Authority was not aware of what costs would be involved in the upgrade of the WWTP. The rate structure that included a 20% increase for the sewer rates was based upon a WWTP upgrade cost value of $10 million. (See first Authority newsletter.) Mr. Pollart stated that the CFA grant may cover up to 50% of the cost of the upgrade. In light of that, if the full 50% grant is received, the Authority may not have to raise rates 20% or possibly not at all. He suggested that the Board could wait until May (after the grant results have been received) to determine whether or not there is a need to raise rates.”
• Mr. Marc Phillips requested that, in the following sub-section, it be clarified in the Minutes that Mr. Eric Phillips commented on the base rate hurting minimal users, not himself.
• Mr. Shaub added that in the “Visitors” section, Mr. Eric Phillips was attending as a resident, and not as a Councilman. The Minutes are to reflect his attendance as such.
• Mrs. Horst stated that under the “Reports, Engineer’s Report, Interconnect” that the estimations are nearing $1.2 million, not $1 million.

  ➢ Mr. Snavely entertained a Motion to approve the Minutes as amended; Mr. Shaub moved to approve the Minutes as amended; seconded by Mr. Harley. Motion passed unanimously.
Miscellaneous:

- Mrs. Horst inquired about the chain of command to be used with office staff until a Borough Manager is hired. Mr. Shaub shared that the current chain of command is to direct requests to Council President Bonnie Martin. For this meeting Mr. Fenicle and Mrs. Hoover will inform staff of any projects that need to be completed on the Authority’s behalf.
- Mrs. Horst requested that staff see to it that the mowing costs be updated in the budget.
- Solicitor Gray confirmed that a figure for Rapho’s reimbursement was worked out at the time of the re-financing by Concord Public Finance. Mr. Chris Gibbons will have Jamie Schlesinger contact Mr. Fenicle and provide him with the figure, the date that it is to be issued, and the options the Authority has on how it is issued.
  - Mr. Harley indicated that the full savings should not be realized until some time around September. Mr. Shaub noted that if that is the case, the board should wait and do a one time reimbursement.

Visitors: Mr. Mark Koch of Koch & Koch and solicitor for Forino, Mr. Scott Sweigart, and Mr. Chris Gibbons of Concord Public Finance.

Forino (Holly Tree Farms Subdivision): Mr. Koch shared a draft agreement that was prepared and given to Solicitor Gray.

- Solicitor Gray had the opportunity to speak with the Northwest Lancaster County Authority (NWLCA) Solicitor, Josele Cleary. Solicitor Cleary has made it sound like Keystone Custom Homes has become increasingly difficult to work with. They are currently withholding a sewer pump dedication from the Township and are not allowing Forino to run water lines at a reasonable price through an area that is specifically designated as open space.
- The Authority’s unrecorded deed for the water tower has been on file since the end of 2006, but the guarantee has been worked out. The developer is usually responsible for the deed drafting and paying the open liens. The board accepted dedication pending the developer’s completion of the open liens. If Forino is willing to take on those liens and open fees, the Authority can record a clean title deed. The last issue would be the condemnation of the land in Sweetbriar Creek for Forino to lay lines through the open space.
  - In a nutshell, legally, the Authority is a position to move forward as long as the funds are provided to do so. Forino is willing to pursue having the liens lifted and assisting with the Authority’s acquisition of the water tower. Forino will be responsible for all costs associated with the condemnation.
- Solicitor Gray explained that because the system will be looped by the Forino development, the Authority has the ability to condemn the land in Sweetbriar Creek. The Authority understands that Penn Township will support the action. Penn Township will be approached for permission before the condemnation is approached.
- Mr. Koch explained the condemnation process and the timing involved again. (See January 15, 2009 Minutes for details.)
• The Authority recognizes that Forino has attempted to work through an agreement with Keystone for quite some time.
  o Mr. Harley inquired as to whether or not Keystone would be willing to be more flexible with working out a reasonable agreement with Forino if they knew that the Authority is willing to condemn the land in order to move forward with allowing Forino to run their lines through the note piece of land.
  o Mr. Koch offered to offer Keystone one last offer without mentioning the possibility of a condemnation to see what Keystone offers.
• The Forino agreement will not be reviewed or agreed upon until next month.

Resolution 6-2009:
• Mr. Gibbons explained that debt chart includes a debt wrap in column 9; which is an inclusion of the existing debt service so that the Authority has consistently overall level debt service.
• Solicitor Gray will be at the Council meeting to seek approval of the debt guarantee. The actual closing for the loan will be in March.
  ➢ Mr. Snavely entertained a Motion for the approval of Resolution 6-2009; Mr. Shaub moved to approve resolution 6-2009; seconded by Mr. Harley. Motion passed unanimously.

Engineer’s Report:
• Mr. Pollart reported that the CFA grant application was submitted. Rettew had learned that the Authority was eligible for 67% of the total projected upgrade costs instead of 50%, so the application listed a total project estimated cost of $10.4 – asking for funding for $6.8 million in funding assistance.
• Mr. Snavely, Mr. Fenicle, and Mr. Pollart met with Senator Brubaker to obtain his support. Senator Brubaker had indicated that he would support the Authority’s grant submission.
• Penn DOT Cost Sharing Authorization:
  ➢ Mr. Snavely entertained a Motion to adopt the certification of consultation presented by Rettew for Penn DOT; Mr. Harley moved to adopt the certification of consultation presented by Rettew for Penn DOT; seconded by Mr. Shaub. Motion passed unanimously.
• 2009 Engineering Services Retainer:
  ➢ Mr. Snavely entertained a Motion to renew Rettew’s retainer; Mr. Shaub moved to renew Rettew’s retainer; seconded by Mrs. Horst. Motion passed unanimously.
• Rettew Lane Bridge: Mr. Pollart reported that costs have come in much higher than the estimated projections. Yesterdays bid results were as follows; $24,773.00
by Abel Construction, $45,100.00 by Kinsley Construction, and Pennsy Supply, Inc. did not submit a bid. No further bids were received.
  o Mr. Harley offered to use his background knowledge to review the data that Rettew has to see if he can provide any advice on obtaining better pricing from contractors.

- **WWTP BNR Upgrade:** The construction upgrade is to be advertised on Monday, March 16th. Bids are to be taken prior to the May 21, 2009 meeting – the Authority could award at the May meeting. CFA awards a few weeks prior to the May meeting. By the May meeting the Authority will know what the bid costs will be and what the grant results are, before they award the bid on the 21st of May.
  o State Representative Creighton has been reached out to for assistance with the WWTP upgrade.
  o Rettew was only approved for the design of the WWTP upgrade back in 2005. A proposal for Rettew’s engineering services for the construction portion of the project was presented to the Authority. The proposal is based upon an 18 month construction period on a time and expense basis estimated at around $438,280.00. (See attached.) Without this agreement Rettew’s services would end at the bid opening.
  o Mr. Harley prefers to have the construction manager be different than the designer, because he feels it is easier for the designer to overlook construction aspects. Mr. Fenicle will acquire additional proposals for the Authority.

- **Interconnect:** Mrs. Horst stated that she has spoken with Penn Township Manager David Kratzer and that he will make sure that the Township understands that the Authority’s position is that the WWTP upgrade is their top priority.
  o She believes it would benefit the Authority and the Township to have more regular open discussions to attempt to lessen miscommunications between the two entities.
  o Mr. Fenicle shared that Penn DOT has a Doe Run Road project in the pipes. The Authority and Township may be able to work with them to lay the main line for the Interconnect during that project. He and Mr. Kratzer are meeting regularly to work cooperatively through both entities’ projects.
  o The Authority inquired as to who will; own the facilities, be responsible for insuring it, be responsible for maintaining and running the facilities, and be insuring the facility. Mr. Pollart shared that all of those items are addressed in the interconnect agreement.

- **MAEDC (Manheim Area Economic Development Committee) is waiting to own Lot 3 in order to provide it to the Authority via easement. Solicitor Gray will prepare the easement documents for Stiegel Developers and await word on the MAEDC easement.**

**Operations Report:**
Mr. Dragas reported on several leaks which all have taken care of so far. Mr. Dragas said that the frequent heat and cooling from the varying weather could be causing the issue and that the earthquake in December could also be the cause.

Water Treatment Plant (WTP): The WTP check valve is in place and operating. The pump pipes are painted and other painting projects are underway. January was the last full month of I/I inspections and February’s inspection data will be provided in March.

DEP will be coming in Monday for a regular water analysis (a 24-hour test).
  - After the one turbidity violation DEP was out one week later and the water passed the inspection. This is an additional test for turbidity.
  - At the time of the violation, the filtered water had a higher turbidity than the raw water turbidity, so a flush was completed. Mr. Dragas said that there was a “dark reading”, so the meters were cleaned, etc. and since then the readings are coming back normal. Mr. Dragas also reports that “body feeding” has been done regularly as requested by DEP.

Operations Manager’s Report: (See attached.)

- Mr. Fenicle is getting reports from contractors and other municipalities that they are also having system breaks, potentially caused by the earthquake.
- Martin Paving is requesting a right-of-access during the Penn DOT project.
  - Mr. Snavely entertained a Motion to approve Martin Paving’s use of the Authority’s property as outlined in Mr. Fenicle’s report – obtaining a standard form agreement from Solicitor Gray if the contractor does not have one; Mr. Harley moved to approve Martin Paving’s use of the Authority’s property as outlined in Mr. Fenicle’s report – obtaining a standard form agreement from Solicitor Gray if the contractor does not have one; seconded by Mr. Phillips. Motion passed unanimously.

- BR&I - Bond Redemption & Improvement Account: There is deficit in the account because it was used for the WWTP construction’s engineering costs. VIST bank can cut a check at the loan settlement to settle that account.
  - Mr. Fenicle recommended changing the name of the account.
  - Solicitor Gray explained the purpose behind a BR&I account.
  - Mrs. Horst shared that she is volunteering to take a day off of work in order to meet in person with the Auditors to clean up the BR&I account and other inquiries, and obtain specific instructions from them on how the Authority should move forward with their reporting.

- Settling Tank Lids: Mr. Fenicle recommends purchasing the settling tank lids for approximately $1,962.00, because of the time frame needed to meet DEP requirements.
  - Mr. Snavely entertained a Motion to approve the purchase of the final settling tank lids as recommended by Mr. Fenicle; Mr. Shaub moved to approve the purchase of the final settling tank lids as recommended by Mr. Fenicle; seconded by Mr. Harley. Motion passed unanimously.
• **I/I Phase II**: Phase One’s contract with MEI has been closed as of Feb 6\textsuperscript{th}. Mr. Fenicle would like to coordinate Phase II with the open properties in violation in Phase I.
  
o Mr. Fenicle will be handling the remaining inspections. He recommends that the letter that is drafted for Phase II be constructed with language that includes enforcement capability.
  
o Solicitor Gray indicated that she is working on what the enforcement options are for the Authority to complete the inspections and completions. The Authority requested to see the drafted letter before it is issued.

• **Manhole #2**: Mr. Fenicle reviewed the smoke testing results data. Various options for fixing the manhole were reviewed. Utility Services is convinced they can fix the water breaching the manhole without re-lining the entire manhole. (See attached spreadsheet.)
  
o The trees in the area that were against the main and manhole, putting pressure on the system, have been removed and the stumps ground out.
  
o Manhole #2A is underground by 3” and right by the creek.
  
o The #2 manhole is at ground level.
  
o Quotes were received for putting risers on all three manholes. One proposal, from Utility Services, came in at $5,469.50 to fix manhole #2 and raise the other manholes – with pump around if that is necessary.
  
o Mr. Fenicle verified that the 10K gallons a day entering the manhole is before a rain event and before any additional water comes from the creek during a flooding event. When the water pump around is in place and the manhole is dry they will camera the 30” line to assure the cluster of trees that was growing on top of the main did not create any unseen damage.
  
o There is a manhole line in the budget where the project can be coded.

➢ Mr. Snavely entertained a Motion to repair all three manholes for $5,469.50; Mr. Shaub moved to repair all three manholes for $5,469.50; seconded by Mr. Roads. Motion passed unanimously.

  
o The Authority would like the calculations on what it cost to process water per day. They would also like a graph illustrating the cost savings generated by making repairs, because they believe it would benefit customers to show them how much money they could save.

• **Valves**: Discussion was re-opened on the valve flexing/cleaning project.

• **WTP Security**: The WTP alarm was tripped and Mr. Fenicle was disappointed with the response time. Mr. Fenicle has been obtaining quotes on an alarm system.
  
o Mr. Snavely would like for the board consider installing cameras. Mr. Roads noted that cameras help prosecution. The board is in favor of increasing security at the WTP.

• **PPL Electric**: The authority would like to see if it would be cheaper for the board to pay the electric bill or if the bill was paid through MEI.
MEI’s contract figures for electric include a yearly cost projection of actual cost plus 10%, plus 5%. Mr. Snavely feels that if MEI did not include the new stations in their calculations when the contract was re-signed, then the Authority would not be charged additional if MEI picked up the booster station’s electric bills.

Mr. Fenicle stated that when he reviewed the contract he believed that the language stated that the electric bill costs for the booster stations are already included in the contract and yet the Authority is in addition, paying the electric for these stations.

The board directed Mr. Fenicle to work with MEI on the electric bill and report back to the board.

• **Right to know Officer:**

  ➢ Mr. Snavely entertained Motion to amend Resolution 2-2009 to include the appointment of the Utility Billing Administrator as the Right- to-Know Officer until a new Authority Administrator is found; Mr. Shaub moved to amend Resolution 2-2009 to include the appointment of the Utility Billing Administrator as the Right- to-Know Officer until a new Authority Administrator is found; seconded by Mr. Phillips. Motion passed unanimously.

• **Authorized Signatures:**

  ➢ Mr. Snavely entertained a Motion to authorize the Operations Manager to sign documents on behalf of the Authority; Mr. Harley moved to authorize the Operations Manager to sign documents on behalf of the Authority; seconded by Mr. Roads. Motion passed unanimously.

**Executive Session:**

➢ By unanimous agreement the Authority adjourned to an executive session at 10:07p.m. in order to discuss contract disputes and potential contract claims.

➢ The Authority returned from executive session at 10:36p.m. The Authority discussed a potential contract dispute during their executive session.

➢ Mr. Snavely entertained a Motion to authorize the sending of a letter to MEI with Solicitor Gray’s amendments; Mr. Harley moved to authorize the sending of a letter to MEI with Solicitor Gray’s amendments; seconded by Mrs. Horst. Motion passed unanimously.

**Financials:**

• Invoices from Barley Snyder, in relation to Forino, are to be directly invoiced to Forino right away if they are not being done so already.
Mr. Snavely entertained a Motion to approve the vouchers as presented; Mr. Shaub made a Motion to approve the vouchers as presented; seconded by Mr. Phillips. Motion passed unanimously.

Mrs. Horst shared that the Authority did not have all of the financials, because the Borough’s books are not closed out. She would like for Council and the Authority to work out how the books, etc. could be divided so that one entity’s financials did not interfere with the availability of the others’.

Mr. Snavely entertained a Motion to approve Resolution 5-2009; Mr. Harley moved to approve Resolution 5-2009; seconded by Mr. Shaub. Motion passed unanimously.

Mr. Snavely entertained a Motion to authorize the advertisement of the awarding of the winning bank loan bid from VIST Bank; Mrs. Horst moved to authorize the advertisement of the awarding of the winning bank loan bid from VIST Bank; seconded by Mr. Phillips. Motion passed unanimously.

Old Business:

Water and Sewer Rates: Mr. Fenicle recommends authorizing a rate structure public meeting that is advertised that will be separate from the regularly scheduled Authority meeting.

- The Authority would like to know the rate Structures for 2009 for local municipal authorities and a list of which ones are doing the same upgrades as us. Because the rate structures are all different, staff is to provide a cost for a range based on everyone’s rates.
- WWTP Upgrade: The upgrade does not include hydraulic capacity but increases the ability to process additional extra strength waste.
- Growth: The Authority is currently only expecting to supply sewer to Greentree Ridge.
- Sewer Rates: Mr. Harley presented a spreadsheet on budgeted items impacted by the refinance. He reiterated the importance of having a capital items budget. (See attached.) According to his crude calculations the Authority is looking at a deficit, even with a 20% increase. The deficit is inevitable, even with a 20% increase on the base (currently $104.70) and the per 1K gallon usage (currently $9.46). He would like a detailed capital budget to approve for the March 19, 2009 meeting.
  - Mr. Harley would like for the record to reflect that Mr. Bill Kelso resigned on February 11, 2009.
    - Solicitor Davis notified the Borough that they had to re-advertise the position. The advertisement will be in this Sunday’s paper.

2009 Budget: Mr. Harley discussed fees paid to the Borough for the Authority Administrator and the time that has lapsed without one on staff. Mr. Shaub did not believe discussions on reimbursement were necessary; however, volunteered to notify Borough Council of the Authority’s wishes.
Mr. Snavely entertained Motion to seek from the Borough for 2008, a reimbursement of the Authority's share of salary expenses including benefits, etc. which were not paid during the period when the Administrators' position was vacant, and generally an audit of all shared expenses; Mr. Harley moved to seek from the Borough for 2008, a reimbursement of the Authority's share of salary expenses including benefits, etc. which were not paid during the period when the Administrators' position was vacant, and generally an audit of all shared expenses; seconded by Mr. Phillips. Motion passed with opposition by Mr. Shaub by a vote of 5-1.

- **Service Possibilities:** Rapho Township would like to connect Sporting Hill to the authority sewer system at some point in the future.
- **Credit Purchasing:** Mr. Pollart has pursued credit purchasing, but it is fiscally unreachable and would not solve the reduction issue.

**Adjournment:**

- Mr. Snavely entertained a Motion to adjourn; Mrs. Horst moved to adjourn at 11:22p.m.; seconded by Mr. Harley. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Utility Billing Administrator
Call to Order
Mr. Snavely convened the meeting at 7:00 p.m. with the Pledge of Allegiance.

Roll Call:
Board: Chairman Douglas Snavely, Vice Chairman Marc Phillips, Treasurer Barb Horst, Assistant Treasurer/Secretary Lin Harley, and Members; Council Vice President Douglas Shaub, John Roads, and Wade Baker.

Staff:
Engineering: Yves Pollart – Rettew Associates
Operations: Dennis Dragas – Miller Environmental, Inc.

Welcome New Member:
Wade Baker

Approval of Minutes:
- Mr. Snavely indicated that in the “Visitors” section, the first sentence following the segment “Forino (Holly Tree Farms Subdivision)” should read, “Mr. Koch shared a draft agreement that was prepared and given to Solicitor Gray.”
- Mr. Snavely requested that the first sentence under the first bullet of the section titled “Engineer’s Report”, sub-titled “WWTP BNR Upgrade” read, “State Representative Creighton has been reached out to for assistance with the WWTP upgrade.”
- Mr. Snavely stated that, under the same sub-title, the first sentence of the third bullet should read, “Mr. Harley prefers to have the construction manager be different than the designer, because he feels it is easier for the designer to overlook construction aspects.”
- Under the section titled, “Operations Manager’s Report” in the “I/I Phase II” sub-section, Mr. Snavely stated that the first sentence should read, “Phase One’s contract with MEI has been closed as of Feb. 6th.”
- Mr. Snavely also noted that under the following sub-section entitled, “Manhole #2”, the fifth bullet, first sentence, should read, “Mr. Fenicle verified that the 10K gallons a day entering the manhole is before a flooding event.”

Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mr. Shaub; seconded by Mrs. Horst. Motion passed unanimously.

Visitors:
Mr. Jeff Gunselman owner of 181 & 185 South Main Street, Mr. Carl Fahnestock of 1188 North Colebrook Road (20/22 North Charlotte subdivision), Cindy Zawrotuk of ARRO Consulting, and Carmen Napolitan of Buchart Horn, Inc.

Jeff M. Gunselman:
• Mr. Gunselman gave a presentation on the account history of his properties at 181 and 185 South Main Street.
• Mr. Gunselman addressed inquiries presented by the board.
• Mr. Snavely indicated that the records show that the bills Mr. Gunselman is paying are similar to what the previous owners (Mr. Aukamp and Mr. Eichelberger) were paying.
• Mrs. Horst indicated that it only takes a small change in usage to make a difference in the water bill.
• Mr. Baker shared that he would have liked to see Mr. Gunselman call sooner than the amount of time that lapsed between the bill increases and when he contacted the Authority.
• Mr. Snavely noted his appreciation of Mr. Gunselman’s efforts to pay the water bills on his tenants’ behalf.
• The board agreed to let their existing ruling, to provide no credit to Mr. Gunselman's accounts, stand.

Koch & Koch: Holly Tree Farms:
• Solicitor Gray is waiting on Mr. Koch to submit paperwork for her to review.

Mr. Carl Fahnestock:
• Mr. Fahnestock read a letter from his engineer, Diem & Sons, which states that they both incurred costs due to the Authority’s wastewater plant being under a DEP corrective action plan. He is seeking reimbursement from the Authority for those costs.
• Mr. Snavely clarified for Mr. Fahnestock that the Authority is making progress on controlling inflow/infiltration.
• Mr. Pollart clarified that Mr. Fahnestock’s engineer had submitted for a waiver of a planning module to DEP, which DEP denied. The citation mentioned in Diem & Sons' letter was for a temporary period where the Authority was over their projected flows for 2012 but, has not done anything wrong.
• Mr. Roads and Mr. Baker concurred that the costs that Mr. Fahnestock incurred are part of the risk of being a developer.
• The board’s unanimous consensus was to deny Mr. Fahnestock’s request for reimbursement of costs to him and Diem & Sons incurred for the conduction of a full scale planning module as the events which caused DEP’s denial of the planning module waiver were caused by events beyond their control.

Other Visitors:
• Ms. Zawrotuk and Mr. Carmen Napolitan were both present with interest in providing engineering services to manage the WWTP BNR Upgrade Project.

Engineer’s Report
Chapter 94 Report Submission:
• Mr. Pollart shared that the report has been completed and requested signatures.
  ➢ Mr. Snavely entertained a Motion to approve the submission of the Chapter 94 report; moved by Mr. Shaub; seconded by Mr. Harley. Motion passed unanimously.

JWB Cedar Hollow Inc. Letter of Credit Reduction Request:
Mr. Snavely entertained a Motion to close the letter of credit for Cedar Hollow as recommended by Mr. Pollart; moved by Mr. Shaub; seconded by Mr. Roads. Motion passed unanimously.

Resolution 7-2009: Penn DOT Cost Sharing – 5-Points:
- Mr. Fenicle shared that he is working with Penn Township Manager, Dave Kratzer, to work on grant funding for the Authority’s share of the 5-Points project.

Mr. Snavely entertained a Motion to approve Resolution 7-2009; moved by Mrs. Horst; seconded by Mr. Harley. Motion passed unanimously.

President Obama's Stimulus Package Funds for Shovel Ready Projects:
- Mr. Fenicle submitted the Interconnect and Main Street projects to Steven Gabriel, Interim Borough Manager, for submission for consideration for stimulus funds.

H2O PA Grant:
- There were 829 applications submitted; however, the Authority’s application met all of the Commonwealth Financing Authority’s (CFA) requirements. The total dollar amount applied for by the 829 applicants is approximately 4 times more than what is available for the CFA to award.
  - If the full anticipated amount of grant funds is not received, for the WWTP BNR Upgrade, the Authority would have to seek new loans and/or bonds.

WWTP BNR Upgrade:
- The WWTP Upgrade will be advertised tomorrow and will officially be out for bid on, Monday, the 23rd. The bid opening will be on May 7th. The CFA will be meeting on May 14th or 15th to announce the grant awardees.

Operations Report:
Repairs:
- Mr. Dragas reported that several main breaks were repaired, though no major leaks have been found since February.

DEP Inspections:
- DEP conducted a follow up inspection at the Water Treatment Plant (WTP), which went well. They have authorized a decrease in the amount of Chlorine used in the water treatment process.

Reports:
- Mr. Roads requested a correction be made to the page in MEI’s report titled, “Wastewater Plant Data”. (See attached.) Mr. Dragas will submit a corrected report.

Booster Station Electric Statements:
- Mr. Dragas reported that Mr. George Smith (MEI President) will come to the next meeting to discuss the electric bills for the booster stations. The board authorized Mr. Fenicle to meet with Mr. Smith prior to the April Authority meeting and bring a summary of that agreement.
to the board's April discussions.

**Flow & Loading Reimbursement Request:**
- Mr. Dragas reported that Mr. Smith would like for the Authority to remit the data used to generate their calculations for the flow and loading reimbursement request. Mr. Pollart will provide MEI with the requested data and field any inquiries they might have.

**Facilities Tours:**
- Mr. Roads reported that he was impressed with the condition of the WTP. He was less impressed with that of the WWTP, but noted that it has come along way.

**Operations Management Report:**

**Interconnect:**
- Mr. Fenicle reported that, per the Penn Township/Manheim Borough Authority Agreement there are Township water connections on Doe Run Road being serviced by the Authority. Upon completion of the Interconnect, these connections would be turned back over to the Township.
  - Mr. Fenicle will try to assure that the Authority has advanced notice of when statements relative to the construction/installation of the Interconnect come due for payment.

**Sludge Building:**
- Mr. Fenicle recommends that the sludge building, upon disassembling, be gifted to the Borough for use as a salt building. The Authority will table the gifting of the building until the Borough determines if the Street Department can use it.

**WWTP Bridge:**
- Mr. Fenicle has been receiving cost estimate proposals from multiple contractors.
  - Mr. Snavely entertained a Motion to authorize Rettew to proceed with the repairs of the Rettew Lane Bridge if the cost estimate, on the proposal received from a contractor, is within the $10K engineer's estimate; moved by Mr. Harley; seconded by Mr. Shaub. Motion passed unanimously.

**Water Meters:**
- Industry acceptable system water loss is, on the high side, 16%. The Authority's estimated system water loss is just over 50%. (The figures, gathered by staff, indicate that more water is being processed than used, which infers that the meters currently in place are not registering all of the water that is actually being used.
- An independent lab is in line to test some service meters, for free, on behalf of the Authority to verify the data collected by staff. The test period will not only test the brand of meter in use, but also the new technology involved with obtaining meter readings.
  - Mr. Fenicle has received several free meters to use as test subjects for a three month period. These test meters will be read via radio read by the meter company which has provided them.
- Mr. Roads stated that the board needs to know, quickly, whether or not the meters are efficient before the board can determine whether or not a rate increase is necessary.
According to the water loss data that the Authority has been provided, revenue could be recouped without a rate increase by making the investment for meters that more accurately monitor water that is used.

- The board is concerned about designing a plan to address the new meter acquisition and rectifying the system water loss occurring with the current meters. The board was given documentation to review (see attached) pertaining to the meter research project.
- The board would like a recommendation, from Mr. Fenicle, on a new meter by the April meeting.

400 West Gramby Street:
- Mr. Horner is requesting a second meter for use for his pool and sprinkler system that is not billed for sewer.
- The board is okay with the request as long as Mr. Horner pays the minimum quarterly charges for the meter, and they can be assured that he cannot install any cross connections that would allow him to use water through that meter for anything other than his pool or sprinkler system.
- Mr. Fenicle added that Mr. Horner is aware that he would still have to abide by any drought conservation.
- The board is in favor of the second meter, as is with current policy, provided that Mr. Horner provides access for inspections of the connections and abides by the rules and regulations and the stipulations stated herein.

Class “A” Sludge:
- Mr. Snavely shared information on his tour of the Mount Joy lime stabilization sludge processing plant.
- The board agreed that having a belt transportation system installed as part of the WWTP BNR Upgrade would make more sense than using trucks to haul the sludge between buildings at the WWTP once it is completed.
  - Mr. Pollart recommended that Mr. Fenicle work with the vendors who constructed the belts at Mount Joy’s plant to obtain pricing estimates, then he and Mr. Fenicle could work out whether or not it would be more cost efficient to initiate a change order with the contractor doing the WWTP BNR Upgrade or to have it done separately by another contractor.

Additional Meetings:
- The board noted that they would support additional public Authority meetings beyond the standard once a month schedule, should staff determine the need for any. (These meetings would be advertised.)

Financials:
Authorization to Pay Vouchers:
- Mr. Snavely entertained a Motion to approve the vouchers dated February 25, 2009 in the amount of $161,882.75; moved by Mr. Shaub; seconded by Mr. Roads. Motion passed unanimously.
Mr. Snavely entertained a Motion to approve the vouchers dated March 19, 2009 in the amount of $252,376.02; moved by Mr. Shaub; seconded by Mr. Roads. Motion passed unanimously.

Sewer Revenue & Expense Reports:
- Mrs. Horst pointed out various line items that she considered potential items of concern.
  - Mrs. Horst also indicated that there are some legal expenses which she will review to see if they should be moved to the WWTP BNR Upgrade project lines.

Water Revenue & Expense Reports:
- Mrs. Horst pointed out various line items that she considered potential items of concern.

Capital Revenue & Expense Reports:
- The fees associated with the Interconnect and Five-Points are switched on the report.

BR&I:
- The BR&I fund will be reimbursed at the signing of the new loan from VIST Bank. The board discussed using the remaining reimbursement funds to invest into the purchasing of new meters, so that the Authority can begin to recoup lost revenue.

New Business:
Martin Paving Land Use Agreement:
- Solicitor Gray made corrections to the agreement submitted by Martin Paving.
- The board authorized Mr. Fenicle to sign the agreement as amended by Solicitor Gray.

Committee Appointments:
- **Sludge & WWTP BNR Upgrade Committee**:
  - The Authority appointed Mr. Roads, Mr. Shaub, and Mr. Harley to the committee.
- **Finance Committee**:
  - The Authority appointed Mr. Harley to fill the vacancy on the finance committee. He will be serving with Mrs. Horst and Mr. Phillips.

FYI – Earth Day Participation Request:
- April 15, 2009 from 10a.m. to 2p.m.
- Mr. Fenicle will issue a reminder e-mail to the board closer to the date of the event.

2009 Budget Amendments:
- Mr. Snavely entertained a Motion to amend the 2009 Budget to; reinstate the mowing expense for Cut N’ Trim Lawn Service which is currently illustrated as a figure for purchasing a mower, slated on the capital expenses, because the Authority still has a contract with Cut N’ Trim, and to move the lease payment expense for the jet-rodder from capital expenses to the operating expenses, upon the request of the Authority auditor; moved by Mrs. Horst; seconded by Mr. Shaub. Motion passed unanimously.
WWTP BNR Upgrade:
- Letters of Interest were received for the WWTP BNR Upgrade's construction management.
- Mr. Pollart shared that when he started in service to the board he and Rettew brought an issue to the Authority’s attention at the WTP and took the cost for the oversight upon themselves, because that is the type of organization that they are.
- Mr. Harley would still like to get RFP’s from the interested companies to match the services included in Rettew’s RFP. The board discussed obtaining additional RFP's for the construction's management.

Mr. Snavely entertained a Motion to authorize Rettew to manage the WWTP BNR Upgrade; Mr. Baker abstained from the vote; moved by Mr. Shaub; seconded by Mr. Roads. Motion passed by a vote of 5-1-1 with a nay vote by Mr. Harley and abstention of Mr. Baker.

WWTP BNR Upgrade (continued): Mr. Fenicle will remit thank you letters to the companies that submitted letters of interest.

Borough Contract Services Agreement:
- Staff will work with the new Borough Manager on finalizing the Borough/Authority agreement.

Meter Replacement Program:
- Mr. Roads re-opened discussions on the meter replacement program. He reiterated that if the meters are replaced the revenue will be increased, which needs to be taken into consideration before a rate increase is discussed.
- Mr. Shaub recommended that meters be replaced one whole ward at a time.
- Mr. Fenicle explained that leasing the meters with a buyout would not go against the Authority’s debt load, and the revenue recouped should pay for the meter purchases, installations, hardware, and software.
- The board was in agreement to have Mr. Fenicle move forward with initiating a meter replacement program plan and installing test meters within the system.

Old Business:
- No items were presented.

Adjournment:

Mr. Snavely entertained a Motion to adjourn at 10:16p.m.; moved by Mr. Shaub; seconded by Mr. Phillips. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary
Call to Order:
Mr. Snavely convened the meeting at 7:10pm with the Pledge of Allegiance.

Roll Call:
Board: Chairman Douglas Snavely, Vice Chairman Marc Phillips, Treasurer Barbara Horst, Assistant Treasurer/Secretary Linford Harley, and Members; Council Vice President Douglas Shaub, John Roads, and Wade Baker.

Staff:

Presentation:
Presentations were made to Mr. McGeehan and Mr. Fenicle as an expression of the board’s appreciation of their years of service to the Authority. Mr. McGeehan and Mr. Fenicle expressed gratitude for their recognition.

Approval of Minutes:
March 19, 2009:

➢ Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Shaub; seconded by Mr. Phillips. Motion passed unanimously.

Visitors: Mr. George Smith – President of Miller Environmental, Inc., Mr. Bernard Dunham, Director of Sales – Delta Engineering Sales, and Patricia Funk, Director of Business Development – Delta Engineering Sales.

Mr. George Smith:
• Mr. Smith reported that $14,637.39 shall be refunded by MEI for the 2008 flow and loading calculations in one lump sum payment.
• MEI will submit $8,500.00 to the Authority for road repairs in September.
• MEI received 2006 Flow and Loading calculations from Rettew.
  o Mr. Pollart and MEI reviewed the calculations that were used to re-calculate the 2006 flow and loading statement. He explained that the data that is now available is more detailed which allowed them to determine the new refund figure of $29,740.50.
  o This figure is to be divided into twelve payments and deducted from the monthly payment the Authority makes to MEI.
• Mr. Smith reported that he and Mr. Fenicle discussed the electric and phone bills for the treatment plants. MEI will be paying for these statements as per the contract.
Mr. Bernard Dunham was present to share the meter testing data received from the third party, state certified, metering test site.

- The testing results illustrated that the meters in place only calculate 62% of the water that flows through the meters. That means that the water and sewer are losing 38% of revenue, because it is being used, but not calculated on the meters.

Mr. Dunham explained the difference between the Sensus metering system and the Smart Meter metering system and how meters that do not monitor all the water that is used through them translates to a loss of accountability and a loss of revenue.

- The Smart Meter is a fluid oscillation meter that is not affected by wear and tear.
- It is guaranteed for 100% reading accuracy for 5 million gallons of consumption.

Mr. Dunham reviewed some of the technology used to gather readings from the Smart Meter, focusing on the radio reading technology.

- The signal on the radio unit will report meter readings in real time, eliminating the labor to collect reads. The technology is also built to monitor for leaks, vacant property consumption, reverse meter installation, meter disconnection, etc. Leaving the Authority the option of manual reads, touchpad reads, and radio reads.

The lease/purchase available would not require a payment for one year after the meter installation. ($140,000.00 a year) This would allow for the board to recover lost revenue so that the revenue collected can pay for the meters, meter installation, and reading equipment. There are no pre-payment penalties and a $1.00 buy-out.

The meters are sized for residential uses, because the industrial sized meter is a “Mag-Meter” which already exists. (The project concept generated was based on residential meters only.)

Mr. Dunham reviewed some of the documentation that he handed out. (See attached.) The calculations included illustrate figures for both water and sewer.

Mr. Dunham clarified for Mr. Roads that Smart Meter’s 20-year battery currently costs approximately $9.00.

Mr. Parido inquired as to whether or not the documentations presented included revenue loss due to leaks on the Authority’s side of the meter. Mr. Dunham noted that it does not.

Mr. Roads noted concern that stopped meters used in the testing may skew the numbers.

Mr. Fenicle stated that the information from the water produced for use at the Water Treatment Plant versus the amount of water billed verifies that the report’s numbers are accurate.

- Mr. Smith concurred adding that it is common for systems to lose a lot of revenue through meters that do not calculate all water that passes through them. One municipality that MEI works with regained about 50% in revenue from putting in more accurate meters.

The Authority discussed whether or not a rate hike would be necessary with recaptured revenue from accurate meters.

- Mr. Parido pointed out that accurate meters would act as a rate hike.
- Mr. Snavely requested that the consumption for the amounts billed be included on the amounts billed report. The board will use the amounts on the report to
compare with Mr. Dragas’ amount produced for use. Within a few months of the meters being installed, they then should be able to see the benefit of more accurate meters right away.

- Mr. Baker stated that the customers deserve accurate meters.
- Mr. Fenicle had verified that the WTP’s production calculation meters were calibrated when compiling staff’s production vs. billed consumptions report. Mr. Pollart shared that whether staff’s 50% loss calculation or Delta Engineering’s 38% loss is more accurate – the Authority would still gain revenue; regardless of which calculation is most accurate.

- Mr. Fenicle shared how the radio read technology works.
- Mr. Pollart stated that the request for proposal had a base specification and allows for distributors to bid based on similar technology.

- Mr. Snavely entertained a Motion to authorize Mr. Fenicle to obtain requests for proposals with Rettew for a system wide meter replacement and put the RFP out to bid; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.

Solicitor Gray:
Holly Tree Farms Development:

- Barley Snyder has been working with Koch & Koch on the open legal items.
  - The water tank was accepted and the deed is in hand. (The provisions in the recorded plans note that all items for public use are dedicated.)
  - The developer is still determining which route they would like to use to connect their proposed development.

Administrative Agreement:

- Solicitor Gray noted that there are a few typos in the agreement and that the Authority’s full name is not stated in the very beginning of the document.
  - Solicitor Gray indicated that the contract is not written very well and expressed concern about the absence of the newly added Operations Manager. She indicated that the use of the word “operation” in the document is questionable and noted that there are provisions for the Authority to use Borough vehicles, but there was not reciprocating language for the reversed scenario.
  - Solicitor Gray will give staff a copy of her notes to make updates to the agreement. She has also requested that Council and the Authority audit the Borough Manager’s time, because she doesn’t think it would still be a 50%/50% split. Mr. Shaub agreed, stating that the agreement was written before the Operations Manager’s position was created.

- Mrs. Horst would like for the board to reach out to the Penn Township water authority about combining operations again. Mr. Snavely requested that Mr. Parido speak with Penn Township Manager Kratzer about it.
  - Mr. Fenicle stated that he had the opportunity to speak with Mr. Kratzer about this, and at the time, Mr. Kratzer had stated that he foresaw the two entities combining operations if they shared the same contract operator.
Because the Authority is self operating and Penn Township’s is not, Penn Township would have to join this Authority, or both authorities would have to dissolve and form a new Authority.

**Manheim Borough Street Department:**
- Discussion was had on the Borough utilizing some of the Authority’s land near the water plant to relocate their street department.
  - Discussion was had on generating agreements for the use of the land for the Borough and also the farmer that maintains the upper portion of the area above the proposed relocated street department.
  - The Authority granted its blessing to have the Borough move forward with working towards relocating the street department to the water plant land.

**Reports**

**Engineer’s Report:**
- 15 construction contractors and several electrical contractors have picked up bids for the Wastewater Treatment Plant BNR Upgrade.
  - Mr. Shaub inquired as to whether or not the Authority ever considered turning the WWTP into a pumping station and pumping to LASA. The Authority would have to sell the facility to LASA to do so.
- The Authority may not be able to rely on receiving grant funds from the CFA, because there were $3 billion in applications received by the CFA and total of $800 million available for them to award over several year period.
  - The financial advisor, Jamie Schlesinger of Concord Financial, spoke with Mr. Fenicle and indicated that he was confident the Authority could get an additional loan for whatever grant funds they do not receive. He would need about a month to obtain such funding, leaving the Authority with a few months to award the contract bidders.
  - Mr. Pollart reported that there is a company that submitted for bid specs that does not meet the specified criteria of the bid package. Rettew informed them that they have to meet the bid specifications in order to submit bids; however, they may still submit.

**Operator’s Report**
- Total suspended solids were over the monthly average last month in the WWTP.
- Twenty-three hydrants were updated as part of a warranty update. Those repairs and one other on Cranberry Street were all repaired at no cost.
- MEI is planning to complete the remaining maintenance painting by this summer.

**Operations Manager’s Report**
- DEP submitted a letter with a WWTP status of “needs improvement.” Mr. Fenicle has been working with DEP and they are very pleased with the current state of the WWTP; however, they cannot change that status for about six months.
- Carel USA has received a request to make their final payment on their agreement for water and sewer EDUs. The Authority will receive the remaining $11,550.00 in two weeks (allotting for more time if Carel needs).
East High Street Project:
- Mr. Snavely entertained a Motion to authorize staff to move forward with the East High Street Option B replacement from Market Square to Hazel Street for $61,459.04 as noted in Mr. Fenicle’s report; moved by Mr. Shaub; seconded by Mr. Harley. Motion passed unanimously.

- Cut N’ Trim Lawn Service: Mr. Fenicle is working with Mr. Sensenig to renegotiate the contract.

Financials
- Mr. Snavely entertained a Motion to approve the vouchers in the amount of $187,397.54; moved by Mr. Shaub; seconded by Mr. Phillips. Motion passed unanimously.

Capital Revenue & Expense Reports:
Mrs. Horst will work with Mrs. Mitchell on how the numbers appear on the report.

Water Revenue & Expense Reports:
Mrs. Horst reported that the revenue report is on par and she will work with Mrs. Mitchell on the Engineering line item to see if any of the funds could be moved to capital expenses.

Investments Report:
- Mr. Fenicle noted that blank checks have not yet been received for the construction loan.
- Mrs. Horst requested that before any checks are cut, that staff review with her the numbers that were noted on invoices from Rettew and Barley Snyder.
- Mr. Fenicle will see that Mrs. Mitchell follows up with PNC Bank in order to see when the checks will come.

Resolution for Bank Signatures:
- Mr. Snavely entertained a Motion to authorize Resolution 8-2009 to update the signers for the Authority accounts to Barbara Horst, Douglas Snavely, Sandra Mitchell, and Matthew Parido; moved by Mr. Shaub; seconded by Mrs. Horst. Motion passed unanimously.

- Mr. Snavely entertained a Motion to authorize the obtainment of a credit card for the Operations Manager’s use; moved by Mr. Roads; seconded by Mr. Baker. Motion passed unanimously.

Borough/Authority Administrative Agreement:
- The contract will be re-worked to include job descriptions for the Authority Administrator and Operations Manager.
  - The Authority and Borough’s solicitors will both be reviewing the document.
2008 Administrative Agreement Audit:  
Mr. Harley requested that the board receive an audit and credit for the six weeks in 2008 where the Authority paid for an Administrator; though one was not employed by the Borough.

Hydrant Use:  
Discussion was had on the capability of metering hydrants used to fight fires in order to potentially bill the insurance company. It was determined that the metering would not be feasible.

Secondary Property Meters:  
Staff will see that a written policy is in place for residents requesting a secondary meter.

Rate Increase:  
- Mr. Harley would like for the finance committee to meet to make a formal recommendation on whether or not a rate increase is in order.
- Mrs. Horst stated that in 2008 both water and sewer were in the black due to a refinancing.  
  - 2009 is projected to be in the black if capital projects are not included.

Adjournment  
- Mr. Snavely entertained a Motion to adjourn at 10:40pm; moved by Mr. Shaub, seconded by Mr. Phillips. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover  
Recording Secretary
MANHEIM BOROUGH AUTHORITY
Minutes of May 21, 2009 as approved at the June 19, 2009 meeting

Call to Order:
Mr. Snavely convened the meeting at 7:04PM with the Pledge of Allegiance.

Roll Call:
Board: Chairman Douglas Snavely, Vice Chairman Marc Phillips, Treasurer Barbara Horst, Assistant Treasurer/Secretary Linford Harley, and Members; Wade Baker, John Roads, and Council Vice President Douglas Shaub.

Staff:
Office: Authority Administrator Matthew E. Parido, Operations Manager David L. Fenicle, and Recording Secretary/Utility Billing Administrator Candace L. Hoover
Engineering: Yves Pollart, and Ryan Mastowski – Rettew Associates
Operations: Dennis Dragas, Facility Manager – Miller Environmental, Inc.

Approval of Minutes:
• Mr. Harley indicated that in the “Visitors” section, the first bullet under “Mr. George Smith” should read, “Mr. Smith reported that $14,637.39 shall be refunded by MEI for the 2008 flow and loading calculations in one lump sum payment.”
• Mr. Harley also noted that under the “Financials” section, the first bullet under the “Investments Report” should read, “Mr. Fenicle noted that blank checks have not yet been received for the construction loan.”
• Mr. Snavely stated that under the “Visitors” section, the thirteenth bullet should read, “Mr. Roads noted concern that stopped meters used in the testing may skew the numbers.”
  ➢ Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

Visitors: Mr. Russ Brown, and Mike Farnsworth - Utility Services Inc.

Mr. Russ Brown:
• Utility Services may be contracted to maintain the Sun Hill Water Tower once it is dedicated.
• Mr. Brown reviewed the Authority’s option to install signal towers on top of the Water Tower; such as cell phone towers. The space is a potential revenue source.
  o Utility Services has a contract available for servicing towers. They would market the space on behalf of the Authority at no cost. The Authority agreed to have Mr. Brown move forward with providing them documentation regarding a potential agreement.
Reports:

Engineer’s Report:

WWTP BNR Upgrade Bid Results:

- The contractors were given the option to provide alternates based on part manufacturer differences.
- Rettew recommends that the Authority accept certain alternates offered by Wickersham Construction, with the exception of the clarifiers; as they can no longer be provided by the contractor.
  - Mr. Pollart reviewed an alternate parts analysis. (See attached.)
- Rettew recommends awarding the construction contract to Wickersham Construction and Engineering, Inc. with the gates and feed system alternates for a cost of $7,879,039.00; and awarding the electrical contract to Gettle, Inc. in the amount of $775,155.00. (See attached letter dated May 21, 2009.)
- The Authority has three options at this juncture;
  - To wait until the remainder of the funds needed are secured,
  - To authorize Concord to seek additional funding and authorize release of the contracts – the first $5 million will not be used during mobilization time; therefore, it would be several months before the contractor would begin work. Finalization of funding would take 60 days, and
  - To authorize Rettew to proceed and work with the contractors on submitting shop drawings. (Rettew must review shop drawings for equipment before contractors are allowed to use those parts in the construction process.)
- Rettew would like for the Authority to, at a minimum, proceed with shop drawings so that the contractor could begin the obtainment of parts. If the Authority proceeds, the board would have approximately 7 months to obtain additional funding.
  - Rettew expects that the construction will take eighteen months. The contractor expects it to take sixteen months.

WWTP BNR Upgrade Financing & Mobilization:

- CFA is not expected to award grants until July.
- Mr. Fenicle stated that Solicitor Gray has recommended that the 1989 Rapho Township agreement be reviewed as it may have an affect on the funding of the WWTP Upgrade. (Copies of the agreements were provided to the board this evening.)
  - Solicitor Gray also recommended an advertised, separate, work session meeting to discuss finances and rates (where no decision is made), to keep the public informed - followed by a regular meeting the following month where Concord can provide financing options to award in September. (An updated rate study will need to be available.)
- The Authority discussed the options available to them regarding financing, timing on awarding and construction, and timing on shop drawings, mobilization, and construction.
  - The Authority is okay with Wickersham beginning mobilization as long as their liability insurance is in place and they are under the understanding that the bid has not yet been awarded.
Mr. Snavely entertained a Motion to; authorize Wickersham and Gettle to initiate shop drawings, have Solicitor Gray draft an agreement outlining the shop drawing processes, and have staff and Solicitor Gray generate a written 120-day timeline for the financing and bid awarding; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

Mr. Snavely entertained a Motion to; authorize Concord Financial to seek borrowing in the amount of $5 million, and authorize Rettew to complete an updated rate study; moved by Mr. Harley, seconded by Mrs. Horst. Motion passed unanimously.

Operator’s Report: (See attached.)
- Mr. Dragas noted that on page 2 of his report, the NPDES Violations in the Wastewater Plant Data chart should read “0”.
- Back to back rains affect the WWTP flows.

Maintenance & Repairs:
- Mr. Dragas reported that a fire hydrant was damaged in a car accident at the intersection of South Fulton and West Ferdinand Streets. A valve was installed so that a new hydrant can be placed at a later date.
- The Sun Hill Water Tower’s altitude valve is under repair.

Operations Manager’s Report: (See attached.)
- Mr. Fenicle’s report should be dated May 16, 2009.

Interconnect:
- Mr. Fenicle reported that he met with Mr. Kratzer (Penn Township Manager) regarding the Interconnect. Discussions are on the table about arranging a financing agreement with the Township for the project. Mr. Kratzer will speak with both of his boards and meet back with him.
- The Interconnect agreement was reviewed and some flaws were noted. Both he and Mr. Kratzer will work on amending the agreement.

WWTP BNR Upgrade Land Development:
- Mr. Shaub inquired about having the parcel annexed to be within the Borough limits.
- Mr. Parido will work with Penn Township for any needed referendums for the annexation process.

Water Meter Replacement Program:
- Rettew will have a draft request for proposal copies to Mr. Fenicle and Solicitor Gray by tomorrow. They are anticipating presenting to the board in July.
Rettew Lane Bridge:
• There are a few punch list items that Mr. Fenicle has requested the contractor complete before the bridge is completed.

Graham Alley:
• Mr. Fenicle has requested that Wexxcon complete the street repairs on Graham Alley from the work they did last year.

Main Breaks:
• All of the winter line break road repairs have been made except for one at Subway (on North Main Street). Mr. Fenicle has requested that UGI make the North Main Street repairs as part of the main break issue was linked with their gas mains.

Administrator’s Report: (See attached.)
• Mr. Pardio noted the updates on the projects listed in his report.

East High Street:
• Penn DOT has begun their crosswalk upgrades.

Street Department Relocation:
• Land development and preparation estimates have been received. Preliminary costs are coming in around $340K.

Financials
L/B Water Service, Inc. (Invoice #3612623):
• The meter was purchased for Danner Home, because the meter they had in place was very old and not registering their full usage.
  ▶ Mr. Snavely entertained a Motion to approve the vouchers in the amount of $187,091.83; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

Water Revenue & Expense Reports:
• Mrs. Horst requested that Fiscal Assistant Mitchell review the charges in lines 06.448.130 and 06.448.314 (Engineering and Legal Services) to see if any of them can be moved into project lines.
• Mr. Harley requested clarification on what was posted on the miscellaneous revenue line (06.389.000) for $3,076.55.

Sewer Revenue & Expense Reports:
• Mrs. Horst requested that Fiscal Assistant Mitchell review the charges in lines 08.429.130 and 08.429.314 (Engineering and Legal Services) to see if any of them can be moved into project lines.
• Mr. Harley stated that $40K in line 08.473.730 should be listed in the Capital Account.
• Mr. Harley also noted that the budget line for 08.429.700 should be $7K.
Capital Revenue & Expense Reports:
- Mrs. Horst explained that the lines beginning with 30.429 are for capital sewer projects and the lines beginning with 30.448 are for the capital water projects.
- The last CD was cashed out which should be illustrated under revenues.
- Mr. Horst requested that Fiscal Assistant Mitchell move the charges from line 30.393.200 to line 30.300.000.

Investments Report:
- Mr. Snively stated that about $500K was authorized to be moved to the Capital Account from the $5 million loan. Requisition One is set to be drawn in the amount of $292,994.38 to close out 2008’s books and refund funds expended for 2009. The remainder will be moved via Requisition Two.
  - Mr. Snively entertained a Motion to approve Requisition One in the amount of $292,994.38; moved by Mr. Harley, seconded by Mr. Shaub. Motion passed unanimously.

Finance Meetings:
- Mr. Parido recommended that the Finance Committee meet monthly.

New Business:
Forino: Bucknoll Road Connection Approval:
- Forino has reported that they will be pursuing connection for the Holly Tree Farms Development through the service lines which run near Bucknoll Road.

Identity Theft Prevention Program:
- The board will review the policy and staff will determine if a Resolution is needed.

John Roads:
- Mr. Roads owns 148 East Stiegel Street and would like to reduce his meter to a 1” meter. The board is okay with Mr. Roads trading in his 3” meter for a 1” meter.

WWTP Parcel Combination:
Approval to Proceed:
- (See Section titled “WWTP BNR Upgrade Land Development” under the “Operations Management” report.)

WWTP Upgrade Operation:
- The contract with MEI will have to be renegotiated upon the completion of the WWTP BNR Upgrade. Mr. Fenicle and Mr. Pollart are working on it with MEI.
- Mr. Snively mentioned joining a co-op for purchasing electricity to prepare for the pending utility deregulation.
  - Discussions were had on alternate power sources.
  - Other power companies are available for the Authority to purchase electricity from. Rettew and Mr. Fenicle will work on a list of providers.
Old Business:

Borough/Authority Administrative Agreement:

• Mr. Harley indicated that the Authority should not let the contract automatically renew. Mr. Shaub indicated that if the Authority did not maintain a contract with the Borough, Council would not back future Authority loans. Mr. Harley stated that the current contract is no longer valid, and cannot be renewed automatically.

• The board will submit comments on the agreement to Mr. Parido over the course of next week.

  ➢ Mr. Snavely entertained a Motion to formally notify the Borough that the Authority does not want to automatically renew the existing contract; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

Rate Discussion Meeting:

• Mr. Parido will draft a meeting and advertisement timeline and forward it to the board.

Fluoride:

• Mr. Fenicle has been researching water fluoridation and has recommended that the board table making any decisions on whether or not the process should be continued.
  o Mr. Dragas will continue to research variable fluoridation application techniques in the interim.

2008 Administrative Agreement Audit:

• Mr. Parido provided a draft formula for calculating an audit for 2008’s account services.
  o Mr. Harley provided some additional items to be considered. Mr. Parido will see that the board reviews the calculation prior to next month’s meeting.

Adjournment:

  ➢ Mr. Snavely entertained a Motion to adjourn at 9:37PM; moved by Mrs. Horst, seconded by Mr. Roads. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary
Call to Order
Mr. Phillips convened the meeting at 7:05PM with the Pledge of Allegiance.

Roll Call
Board: Vice Chairman Marc Phillips, Secretary Linford Harley, Assistant Secretary/Treasurer Douglas Shaub, and Members; Wade Baker, and John Roads

Absent
Chairman Douglas Snavely and Treasurer Barbara Horst

Staff
Office: Authority Administrator Matthew E. Parido, Operations Manager David L. Fenicle, and Recording Secretary/Utility Billing Administrator Candace L. Hoover
Solicitor: Kathleen A. Gray, Esq. - Barley Snyder
Engineering: Yves Pollart, and Ryan Mastowski - Rettew Associates
Operations: Dennis Dragas, Facility Manager - Miller Environmental, Inc.

Approval of Minutes
- Solicitor Gray indicated that under “Reports - Engineer’s Report - WWTP Upgrade Bid Results, fourth bullet, third sub-bullet, first sentence,” should read, “To authorized Rettew to proceed and work with the contractors on submitting shop drawings.”
- Mr. Harley added that under “Visitors-Mr. Russ Brown, the first bullet,” should read, “Utility Services may be contracted to maintain the Sun Hill Water Tower once it is dedicated.”

➤ Mr. Phillips entertained a Motion to approve the Minutes of May 21, 2009 as amended; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

Visitors
No visitors were present.

Reports
Engineer’s Report
- Mr. Pollart reported that the anticipated date for bid opening, for the water meters, is July 14, 2009. The Authority will be set to award those bids on July 16, 2009.
- The new meters are anticipated to be ordered and installed by June of 2010. The bid specifications require that all removed meters be tested, and results documented. Discussion was had on the benefits testing will provide to the residents. It is believed that the scrap value of the meters will balance the amount it will cost to test the meters (approximately $7K).
- Discussion was had on the bid proposal and the lease/purchase options available to the board.

Operator’s Report
- Mr. Dragas reviewed his report and fielded questions regarding rain events and flows.
Operations Manager’s Report
Water Treatment - Polyphosphate

- Calcium Chloride currently lines the water system’s pipes and has the capability of ruining the servicing system. The sequestering additive can be used to rectify the issue, which will make the water feel softer.

  - Mr. Phillips entertained a Motion to authorize Mr. Fenicle to move forward with obtaining the obtainment of the necessary testing and to pursue the DEP permitting required to begin the process of implementing the addition of a sequestering agent into the water system; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

WWTP BNR Upgrade Land Development

- Discussion was had on how the existing parcels should be combined, and the current use of parcel 400-20015-0-0000. (The land is owned by the Authority and is currently used as a right-of-way.)

Administrator’s Report

- Mr. Parido reviewed the Public Work’s building layout proposal. (See attached.) He met with the Chairman of the Planning Commission regarding storm water, etc. Plans are expected to be submitted to the Lancaster County Planning Commission on July 10th. A lease-hold agreement will be drafted and submitted prior to next month’s meeting.
- Discussion was had on having the topsoil that is moved during land development of the Public Works Building placed out on the Authority property to create additional usable space.

5-Points

- Penn DOT will not be closing the Fruitville Pike Bridge on July 4th.

Financials

Authorization to Pay Vouchers

  - Mr. Phillips entertained a Motion to approve the vouchers as stated, which includes the July 1st payment to Rapho Township in the amount of $5,957.77, with a stated total of $152,752.58; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

VIST Bank Draw Request #2

  - Mr. Phillips entertained a Motion to approve Draw Request #2 in the amount of $132,874.88; moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously.

Rate Study

- Mr. Parido reported that the rate study was performed and reviewed by the Finance Committee. Recommendations for a rate increase will be discussed at a public informational meeting on June 29th, and then voted on at the July 16th meeting. Any rate increase will be retroactive to July 1st. CFA will be making their grant announcement on July 14th.
- A self liquidating debt plan was issued to the finance committee which recommends a rate increase of 20% on the base rate and usage rate for sewer.
- Solicitor Gray explained that the rates need to be discussed to show the banks that the Authority can sustain payment of loans with rates. The debt incurred must be shown as self-liquidating. If the Borough does not guarantee the loan, the interest rates on loans available to the Authority will be higher, thereby generating additional rate increases.
  - Discussion was had on the agenda that should be used at the meeting on the 29th.
Mr. Phillips entertained a Motion to authorize advertisement for June 29, 2009 Rate Discussion Meeting at 7PM, to be held in Council Chambers at 15 E. High St.; moved by Mr. Shaub, seconded by Mr. Baker. Motion passed unanimously.

**WWTP BNR Upgrade/Rate Increase Timeline**
- Solicitor Gray reviewed changes she would like to see made to the timeline. (See attached.)

**Old Business**

**Identity Theft Prevention Policy**
- Mr. Phillips entertained a Motion to approve the Identity Theft Prevention Policy previously presented; moved by Mr. Shaub; seconded by Mr. Harley. Motion passed unanimously.

**Rapho Township Agreement Status Update**
- Mr. Pollart is working with the Township’s engineer, Jim Caldwell, to meet with Township Manager Sara Gibson to discuss the agreement. Included in the current agreement is a dollar amount the Township would pay to the Authority for the WWTP BNR Upgrade. The figure is determined by a formula that is based upon the Township’s reservation of 100K gallons.
- Discussion was had on the Township’s 537 Plan.

**Borough/Authority Administrative Agreement**
- The Authority would like full authorization over employees whose salaries are fully covered by the Authority including performance evaluations, salary increases, etc. A draft agreement will be provided at the July 16th meeting.

**2008 Borough/Authority Administrative Agreement Audit**
- Mr. Parido and Fiscal Assistant Mitchell went over a list of variables in attempts to pull together a complete audit formula for the period between Mr. Stoner and Mr. Kelso’s administrations. The formula is in progress, but not finalized.

**Adjournment**
- Mr. Phillips entertained a Motion to adjourn at 9:14PM; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary
MANHEIM BOROUGH AUTHORITY
July 16, 2009 as approved at the September 17, 2009 meeting

Call to Order
Mr. Snavely convened the meeting at 7:07PM with the Pledge of Allegiance.

Roll Call:
Chairman Douglas Snavely, Secretary Lin Harley, Treasurer Barb Horst, and Assistant Secretary/Treasurer Councilman Doug Shaub

Staff:
Office Staff: Authority Administrator Matthew E. Parido, Operations Manager David L. Fenicle, Recording Secretary/Utility Billing Administrator Candace L. Hoover
Solicitor: Kathleen A. Gray, Esq. – Barley Snyder
Financial Advisor: Jamie Schlesinger – Concord Public Finance
Engineering: Chris Foreman and Ryan Mastowski - Rettew Associates
Operations: Facility Manager Dennis Dragas - Miller Environmental, Inc.

Approval of Minutes of July 16, 2009:
- Mr. Snavely entertained a Motion to approve the Minutes as presented; moved by Mr. Shaub, seconded by Mr. Harley. Motion passed unanimously.

Visitors:
One unrecorded resident, two reporters from Cable 11 News, and Frank Schubert of Exeter Supply.

Solicitor Gray
Solicitor Gray recommend that the Authority adopt Resolution 12-2009 for notice of intent to award Contract 1 to Wickersham for construction and Contract 2 to Gettle Inc., and to provide authorization of officers to authorize final construction and electrical contracts upon receipt of performance, and payments bonds, and all other required paperwork, and that the Administrator, Operations Manager, and other listed staff are authorized to execute the contract as stated therein.

Resolution 12-2009 – Notice of Intent to Award
- Mr. Snavely entertained a Motion to approve Resolution 12-2009, Notice of Intent to Award, for the construction and electrical contracts; moved by Mr. Harley, seconded by Mrs. Horst. Motion passed unanimously.

Jamie Schlesinger
James Schlesinger announced that the awarding of the CFA H20 Grant of $4,373,572 drastically changed the board’s need to obtain additional financing. (See attached handout.) Mr. Schlesinger reviewed the bid proposals available to the Authority. He explained the options available to the board with each of the loan proposals.

Solicitor Gray stated that it is believed that CFA will use Pennvest, and the Pennvest structure to distribute the grant funding. The loan will foresee-ably be drawn down, and depleted as invoices are remitted for reimbursement.

Mr. Foreman explained that the larger invoices become due during the first two months of construction, and then again at the end of the project.

Solicitor Gray explained that the Authority can re-submit to DCED in the future with an updated total
debt load schedule, but that the first rate increase will be needed regardless of the amount the board decides to borrow at this moment.

Mr. Schlesinger stated that if the board decides to use the Susquehanna Bank proposal they would have to pay down 75% of the loan six months after the closing date, or transfer their deposit accounts to Susquehanna.

Mr. Parido would like to know the parameters of the accounts in the bid proposals so that the board is aware of what fees are associated with Susquehanna, should the accounts have to be moved to them.

Outside of the conditions from Susquehanna, the banks still have to remit final conditions which pose a minute chance that there would be changes to the current proposal. Mr. Harley inquired as to whether or not the board has any chance to delay their decision to the August meeting, to give the board the opportunity to see Susquehanna’s paperwork.

Discussion was had on the reasons behind borrowing the whole $5.4 million as opposed to just the difference between the first $5.8 million loan and grant funds. Mr. Fenicle explained that the first $5.8 may be tapped out by January, and there is no guarantee that CFA will award funds in time. If they decide to wait one or two years, the contractors will not be getting paid.

Solicitor Gray recommends that if the board does not approve Resolution 11-2009 this evening, they could have a special meeting prior to the Council meeting to be held on the 28th of July.

Discussion was had on how the board could work out an agreement with Susquehanna Bank pertaining to rates and fees. Solicitor Gray reviewed Resolution 11-2009. The board will have a special meeting to approve the Resolution once it has been updated, and they have had the chance to review the banks rates and fees.

Mr. Schlesinger reviewed the remaining pages of his handout (pages 3 through 5, attached).

The board expressed their gratitude to the CFA for being considered and awarded the grant.

Mr. Ronald Straley
Mr. Fenicle clarified for Mr. Straley that there are approximately 2,280 customers on the system. There are new customers scheduled to come online in the next two years, but they are mostly water customers. The total receipts for 2008 for water and sewer is approximately $750K for water, and approximately $1.3M for. It is budget to expect approximately $2.1M altogether.

Mr. Foreman stated that other grants were pursued, but it appears that only the CFA was successful. There is a chance to obtain stimulus funds, but there aren’t any applications, nor pre-application meetings for the funds. The board and staff are looking at any and all options.

The rate study done a few years ago determined the need to have 20% rate increases for 2007, 2009, 2011, 2013, and 2015. The January rate increase was delayed to determine the outcome of the CFA Grant. The rate study was re-done and re-confirmed the need to increase rates in 2009, 2011, 2013, and 2015.

Engineer’s Report (See attached.)
Mr. Foreman noted a few updates to the report. The water data on the filtration plant has been received and submitted to SeaQuest. Lynne Sheetz of DEP has been contacted for permitting requirements.
WWTP Improvements
The contractor has begun mobilization.
The self liquidating debt report will need to be re-updated.
The awarding was done two days ago, so the final numbers are not yet completed.

Water Meter Replacement Bid Results
There were two bids on contract one and two bids on contract two. The low bidders were Delta Engineering at $700,463.25 for contract one (for the meters), and National Metering Services (NMS) at $371,733.00 for contract 2 (for the installation). Itron submitted a bid for around $200K more than NMS, because they would be mobilizing from out of state.

The bids received are higher than anticipated, because of the requirement of certain bonding. The lease options are still under review, because the meter and installation prices were not yet received. Discussion was had on Solicitor Gray’s prior warning to assure that the lease options pursued do not pledge revenues; rather they request security interest in the equipment.

Operations Report
Mr. Dragas reported that the average and daily water production numbers listed in the report need to be switched. Mr. Dragas will check his flow numbers and re-submit them.

Mr. Dragas reported some failures with the Sun Hill altitude valve. It is suspected that the unresolved issues at the water tower have caused the motor at the Cherry Street Booster Station to burn out.

The transformer/surge protector at the South Oak Street Pump Station has burnt out.

Operations Management Report
Mr. Fenicle reported on the issues had with the chlorinator during Mr. Dragas’ vacation. DEP is pleased with the progress made at the water treatment plant.

SeaQuest
Mr. Fenicle reported that at 1.7ppm per 1Mgpd of treatment, based on an average usage of 4,500 pounds of the SeaQuest materials would be used on an annual basis. (Approximately $15K in costs each year.) The equipment needed to administer the product would be at an additional cost. The testing and water hardness levels were reviewed by Mr. Maystowski.

Interconnect
Penn Township has been paying the engineering bills from the beginning of the project. Mr. Fenicle has re-worked the project in to 2 phases with the Township. The Township has provided reimbursement financing options to the Authority.

Mr. Snavely entertained a Motion to pay the full amount due to Penn Township for Phase 1 of the Interconnect; moved by Mr. Harley, seconded by Mr. Shaub. Motion passed unanimously.

The board was in favor of the Township moving forward with bidding of Phases Two of the Interconnect, as the market is good for it.

The MAEDC easements have to be secured to move the project along. Mr. Parido reported that there is a MAEDC meeting on July 22nd. Mr. Fenicle will schedule to attend.

5-Points
Mr. Snavely entertained a Motion to approve Resolution 9-2009; moved by Mr. Shaub, seconded by Mr.
Harley. Motion passed unanimously.

**Administrator’s Report:**

**Administrative Agreement**
A draft was handed out to the board to review for the next meeting. (See attached.) The job descriptions are being considered as additions via addendums.

Time evaluations were created and reviewed by Mr. Parido in relation to each employee. (See attached.) Mr. Parido explained the “percentage majority” terminology. The employees with the majority of their time spent for the Authority would be under the Authority’s jurisdiction to hire, fire, compensate, etc. The same would go for those employees that spend a majority of their time completing tasks for the Borough.

Discussion was had on the retirement of the street foreman. The Operations Manager could act as the street foreman and the Borough could hire another laborer instead of another foreman. Mr. Harley expressed a concern that Mr. Fenicle would be taking on additional responsibilities without proper compensation. The Borough is willing to work on additional compensation terms.

**Resolution 11-2009 – Awarding of Winning Bank Proposal for $5,400,000**
The Board authorized the advertisement of an additional meeting where the Resolution will be approved.

**Treasurer’s Report**

**Vouchers**
Mr. Snavely entertained a Motion to approve the vouchers in the amount of $171,396.13; moved by Mr. Shaub, seconded by Mrs. Horst. Motion passed unanimously.

**Draw Request #3**
Mr. Snavely entertained a Motion to approve Draw Request #3 in the amount of $11,390.15; moved by Mr. Harley, seconded by Mr. Shaub. Motion passed unanimously.

The board requested that Fiscal Assistant Mitchell conduct additional research on the final draw amounts to be reimbursed for fund dispensed for the BNR Upgrade. It is the recollection of the board that approximately $500K was to be reimbursed in total. The first three draws come closer to $300K in total.

**Resolution 10-2009 – Rate Schedule Update**
Mr. Snavely entertained a Motion to approve Resolution 10-2009; moved by Mr. Harley, seconded by Mrs. Horst. Motion passed unanimously.

**Street Shed**
The Land Development application has been submitted to the County, and is slated for review in August. The Borough Planning Commission will be approached for a three meeting delay.

**Adjournment**
Mr. Snavely entertained a Motion to adjourn at 10:27pm; moved by Mrs. Horst, seconded by Mr. Shaub. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Utility Billing Administrator
MANHEIM BOROUGH AUTHORITY  
Minutes of July 23, 2009 Special Meeting

Call to Order  
Mr. Snavely convened the meeting at 7:07PM with the Pledge of Allegiance.

Roll Call  
Board: Chairman Douglas Snavely, Treasurer Barbara Horst, Assistant Secretary/Treasurer Douglas Shaub, and Members; Wade Baker, and John Roads

Absent  
Vice Chairman Marc Phillips and Secretary Linford Harley.

Staff  
Office: Authority Administrator Matthew E. Parido and Operations Manager David L. Fenicle.

Visitors  
No visitors were present.

Action/Discussion Items:  
Administrative Agreement  
Mr. Parido reviewed the Borough/Authority employee salary and work load split proposal.

Mr. Snavely entertained a Motion to proceed with the Borough/Authority Administrative Agreement as proposed; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

Susquehanna Bank Proposal  
Mr. Snavely entertained a Motion to accept the proposal submitted by Susquehanna Bank; moved by Mr. Shaub, seconded by Mrs. Horst. Motion passed unanimously.

Resolution 11-2009: Award Bank Proposal for $5,400,000.00  
Mr. Snavely entertained a Motion to approve Resolution 11-2009; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

T&D Excavating Invoice: Rettew Lane Bridge Repair  
Mr. Snavely entertained a Motion to approve the invoice for T&D Excavating in the amount of $11,550.66; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.

Adjournment  
Mr. Snavely entertained a Motion to adjourn at 7:27PM; moved by Mrs. Horst, seconded by Mr. Baker. Motion passed unanimously.

Respectfully Submitted,

David L. Fenicle  
Recording Secretary
MANHEIM BOROUGH AUTHORITY
August 20, 2009

Call to Order
Mr. Snavely convened the meeting at 7:03PM with the Pledge of Allegiance.

Roll Call:
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, and Members John Roads and Wade Baker

Absent:
Assistant Secretary/Treasurer Councilman Doug Shaub

Staff:
Office Staff: Authority Administrator Matthew E. Parido, Operations Manager David L. Fenicle, Fiscal Assistant Sandra Mitchell, and Recording Secretary/Utility Billing Administrator Candace L. Hoover
Engineering: Chris Foreman and Ryan Mastowski - Rettew Associates
Operations: Facility Manager Dennis Dragas - Miller Environmental, Inc.

Approval of Minutes
July 16, 2009
Mr. Roads and Mr. Phillips were not in attendance at the July 16, 2009.

Mr. Harley indicated that the Motion for Resolution 12-2009 passed unanimously.

➢ Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

July 23, 2009
Mr. Parido requested that the Minutes reflect that it was a special meeting.

➢ Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mrs. Horst, seconded by Mr. Roads. Motion passed unanimously.

Visitors:
Jim Koontz – Brown, Shultz, Sheridan, & Fritz.

Mr. Koontz – 2008 Audit
Mr. Koontz reported that the Authority received a clean audit and reviewed the documents provided to the board. (See attached.)

Engineer’s Report (See attached.)
Fornio
The development plans have been received.
SeaQuest
Permitting costs, etc. have been compiled. (See attached.) DEP is aware that the permitting fees are costing more than the cost of the equipment.

The engineers are comfortable with the information provided by SeaQuest and believe that the addition of their equipment and materials will benefit the distribution system.

- Mr. Snavely entertained a Motion to authorize the staff and the engineers to move forward with the obtaining of the necessary permits to complete the installation of the equipment; moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously.

Authorization to Commence WWTP Construction on September 1, 2009
- Mr. Snavely entertained a Motion to approve the notice to proceed to the construction and electrical contractors; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

Rapho Township
A meeting was held with Rapho Township regarding their share of the loan for the Wastewater Treatment Plant Upgrade. A compromise was presented where the Township will forgive the loan debt outstanding from the Authority in place of making a payment toward the plant upgrade. The Township is considering this offer.

Influent Sampling
Rettew recommends that the Authority have a third party come in and do split sampling. The certified company would install a separate sampler and take separate tests. The information is needed for the annual DEP Chapter 94 Report.

- Mr. Snavely entertained a Motion to authorize the obtainment of a certified third party to take influent sampling in order to justify the reads being taken by MEI; moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously.

5-Points
The utility work for 2009 has been completed.

Operations Report
Water Storage Tanks
Mr. Dragas reported that the 1 million gallon reservoir tank was drained and inspected on Wednesday. They inspectors were happy with its condition. They did find some solidified Calcium in the tank, which will be alleviated by the SeaQuest materials. The tank has been mostly refilled and a sample pulled. When the results come back, the remainder will be filled and the 2 million gallon tank will be drained for inspection.

Water Tower
The altitude valve has been repaired and has not had any issues since.
Wastewater Treatment Plant
Another leak was discovered and repaired.

WWTP Generator Emergency Relay Sensor
The sensor was not working. It was replaced and Mr. Dragas will report whether or not the replacement is working.

Operations Management Report (See attached.)

Meter Lease-Purchase Options
Elster has purchased Severn Trent’s metering company, but it will not affect the project. The customers’ old meters will be tested upon removal and sold at scrap value. This will wash the cost of testing the removed meters.

- Mr. Snavely entertained a Motion to approve the financing proposal provided by Susquehanna Bank at 4.62%; moved by Mr. Roads, seconded by Mr. Baker. Motion passed unanimously.

Meter Bid Awarding

- Mr. Snavely entertained a Motion to approve the proposal from Delta Engineering for the obtainment of the new meters for the amount of $700,463.25, contingent upon approval of financing from Susquehanna Bank; moved by Mrs. Horst, seconded by Mr. Roads. Motion passed unanimously.

- Mr. Snavely entertained a Motion to approve the proposal from National Metering Services for the installation of the new meters for the amount of $371,733.00, contingent upon approval of financing from Susquehanna Bank; moved by Mrs. Horst, seconded by Mr. Roads. Motion passed unanimously.

Roadway Repairs

- Mr. Snavely entertained a Motion to approve the proposal from Brooklawn Paving for the base repairs at $6,300.00; moved by Mr. Roads, seconded by Mr. Phillips. Motion passed unanimously.

Deed Annexation
The board inquired to the costs of annexing the consolidated property.

Water Treatment Plant
A leak was discovered in the raw water pipe. A plan is being implemented for its repair.

Interconnect
Penn Township is working on the Nitrate levels of their wells. The have requested that Phase II of the project be put on hold in the meantime. The Board agreed.

Lot #3
Mr. Fenicle stated that he is still not comfortable with the dirt pile on the property.
Administrator’s Report:
Street Department Relocation
The building should be constructed by May of 2010.

New Street Department Employee
Mr. Parido reported that he and Mr. Fenicle have interviewed several candidates.

2010 Administrative Agreement
Blue markings have been generated. The gray and red have previously been reviewed. Mr. Harley’s comments have been presented for addition. (See attached.)

Mr. Parido reviewed the agreement and the board noted changes. Staff will make the recommended changes and resubmit the agreement to the board along with the commentary to be provided by the Solicitor.

Discussion was had on having hourly employees keep a real-time record of time spent devoted to tasks for either the Authority or Borough.

The discussed changes to the contract will be made and submitted to Solicitor Gray for commentary. The re-drafted copy will be presented to Council for approval at their first September meeting. The Authority will also be given copies to review so that they will have the opportunity to approve the agreement in September as well.

Groundbreaking Ceremony
The ceremony will take place at 8:00AM on the 28th.

Treasurer’s Report
2008 Budget
Mr. Snavely entertained a Motion to approve the 2008 Budget as presented; moved by Mrs. Horst, seconded by Mr. Harley. Motion passed unanimously.

Vouchers
Kline’s Service, Inc. (A08.429.370)
Services were rendered to complete tasks which could not be done with the equipment on hand. Mr. Fenicle reported on two properties which experienced back-up issues.

The board would like for Mr. Fenicle to price camera equipment that would handle 60% to 70% of the Authority’s annual needs. The goal would be to purchase something that would have a 1 to 3 year payback.

Mr. Snavely entertained a Motion to approve the vouchers in the amount of $130,525.17; moved by Mr. Harley, seconded by Mr. Phillips. Motion passed unanimously.

Water Revenue & Expense Reports
Mr. Fenicle reported that there should not be any more major projects ahead for the remainder of
the year, aside from the meter purchase.

Sewer Revenue & Expense Reports
The report is ahead, assumable from the I/I repairs that were made. Mr. Fenicle is anticipating a Flow & Loading credit for the year.

Draw Request #5
Mrs. Mitchell will be providing a continual report on loan draws.

- Mr. Snavely entertained a Motion to approve Draw Request #4 in the amount of $105,970.14; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

New Business
Lawn Watering Credit Request
The Authority agreed not to change policy for this request. Staff will notify the resident.

Old Business
Rapho Township Reimbursement
Rapho Township will need to be contacted regarding reimbursement for refinancing. Mr. Harley would like clarification on the percentage calculations from this year to the last prior to September’s meeting.

Employment Committee
The committee shall consist of Mr. Parido, Mr. Phillips, Mr. Harley, and Mr. Baker. Mr. Parido was charged with providing the committee with employee performance reviews and salary recommendations.

2010 Budget
Staff is to provide the board with a draft budget prior to September’s finance committee meeting.

Adjournment
- Mr. Snavely entertained a Motion to adjourn at 10:00pm; moved by Mrs. Horst, seconded by Mr. Roads. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Utility Billing Administrator
MANHEIM BOROUGH AUTHORITY
Minutes of September 17, 2009 as amended at the October 15, 2009 meeting

Call to Order
Mr. Snavely convened the meeting at 7:01p.m. with the Pledge of Allegiance.

Roll Call
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/Secretary Councilman Doug Shaub, and Member John Roads

Absent
Member Wade Baker

Staff
Office Staff: Authority Administrator Matthew E. Parido, Operations Manager David L. Fenicle, and Recording Secretary/Utility Billing Administrator Candace L. Hoover
Engineering: Chris Foreman and Ryan Mastowski – Rettew Associates
Operations: Facility Manager Dennis Dragas – Miller Environmental, Inc.

Approval of Minutes
A. July 16, 2009
   1. Mr. Snavely indicated that Mr. Ron Straley was not in attendance at the July meeting. The Minutes are to be amended to reflect this.

   ➢ Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mr. Phillips, seconded by Mr. Roads. Motion passed unanimously.

B. August 20, 2009
   1. Mr. Harley noted that on Page 2 under “Rapho Township” the paragraph should be written, “A meeting was held with Mr. Yves Pollart – Rettew, Mr. Harley, and Rapho Township regarding their share of the loan for the Wastewater Treatment Plant Upgrade. A compromise was presented where the Township would forgive the loan debt outstanding from the Authority in lieu of making a payment toward the plant upgrade. The Township is supportive of a balance of debts. Balances are to be finalized after construction is completed and the costs are finalized.”

   2. Mr. Harley requested that on Page 4, the section titled, “2008 Budget” read, “2008 Audit.” Mrs. Horst agreed, requesting that it be further clarified as “2008 Audited Financial Statements.”

   3. Mr. Snavely indicated that on Page 3 under “Deed Annexation” read, “The board inquired to the costs of annexing the consolidated property which houses and surrounds the current Wastewater Treatment Plant parcels.”

   4. Mr. Snavely also suggested that on Page 3 under “Lot #3” the text state, “Mr. Fenicle stated that he is still not comfortable with the dirt pile on the property on MAEDC’s Lot #3.”
5. Mr. Snavely requested that on Page 5, the section titled “Sewer Revenue & Expense Report” has the first sentence clarified by reading as follows; “The report reflects a positive balance at this time, assumable from the I/I repairs that were made.”

- Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.

**Reports**

*Engineer’s Report*

Mr. Foreman updated the board on progress of the WWTP Upgrade.

*Operator’s Report*

Mr. Dragas fielded questions regarding his reports and excused himself at 7:17p.m. after verifying that there were no further inquiries.

*Operations Manager’s Report*

A. Meter Replacement Project

1. Mr. Fenicle reported that Susquehanna Bank approved the lease financing for the meters.

- Mr. Snavely entertained a Motion to approve the issuance of the awards for the notices to proceed to the meter and meter installation contracts; moved by Mr. Harley, second by Mr. Roads. Motion passed unanimously.

- Mr. Snavely entertained a Motion to proceed with the pursuit of a site for the Interconnect other than MAEDC’s Lot #3; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

1. Discussion was had on the condition of the roof of the aerobic digester at the WWTP. Pricing is to be obtained by Mr. Fenicle.

*Administrator’s Report*

Administrative Agreement

Copies of Administrative Report were distributed. (See attached.)

- Article 12 – Records
  The paragraph will be revised to read, “Borough shall maintain records of Administration, Operation, and Maintenance for the Services performed, in accordance with the duties described herein. These records shall be made available for Authority’s inspection.”

- Exhibit C – Compensation: 1. Administrative Charge
  The paragraph will be revised to read, “The Administrative Fee covers normal management operations oversight of the water of the water and sewer treatment plant contractors, or Pennsylvania DEP licensed plant operators, as well as account management services, all of which are pursuant to Exhibit “A”, the Scope of services. The Account Management portion is subject to annual review commencing September 1st each year of the contract for approval as part of the generation of the following year’s
budget, and estimated adjustments are based on previous years’ actual costs. Actual annual expense overage or shortage will be billed or credited by end of 1st Quarter of following year.”

Financials

- Mr. Snavely entertained a Motion to approve the vouchers in the amount of $352,792.68; moved by Mrs. Horst, seconded by Mr. Harley. Motion passed unanimously.

Sewer Revenue & Expense Reports
Mrs. Horst reviewed line items on each of the reports. A portion of the lines discussed will have funds moved into the construction revenue & expense reports as part of a journal entry that the Auditor will be generating with Fiscal Assistant Mitchell.

Payment Request #6
August and September Barley Snyder Invoice & September Rettew invoice.

- Mr. Snavely entertained a Motion to approve Payment Request #6 in the amount of $12,849.49; moved by Mr. Shaub, seconded by Roads. Motion passed unanimously.

Investments Report
Mr. Fenicle was directed to request that Fiscal Assistant Mitchell verify that the funds listed are accurate and up to date for next month.

New Business
2010 Budget
Mrs. Horst requested that board members remit any ideas or concerns regarding the budget for next year for their October meeting.

Old Business
Administrative Agreement
The changes discussed (See Administrator’s Report section) will be made and the agreement re-issued to the board.

- Mr. Snavely entertained a Motion to approve the agreement with Amendment 12 rewritten to read, “Borough shall maintain records of Administration, Operation, and Maintenance for the Services performed, in accordance with the duties described herein. These records shall be made available for Authority’s inspection” and to reinstate language removed from Exhibit C so that it reads, “The Administrative Fee covers normal management operations oversight of the water and sewer treatment plant contractors, or Pennsylvania DEP licensed plant operators, as well as account management services, all of which are pursuant to Exhibit “A”, the Scope of services. The Account Management portion is subject to annual review commencing September 1st each year of the contract for approval as part of the generation of the following year’s budget, and estimated adjustments are based on previous years’
actual costs. Actual annual expense overage or shortage will be billed or credited by end of 1st Quarter of following year,” and to clarify that annual funds owed to the Borough will be paid by the Authority in equal monthly installments with the figure to be negotiated and finalized with the approvals of both the Borough and Authority budgets; moved by Mr. Roads, seconded by Mr. Phillips. Motion passed unanimously.

Forino
The developers have opted to run their service lines up Bucknoll Road and not pursue the obtainment of land from the Sweetbriar Creek Development.

- Mr. Snavely entertained a Motion to conditionally approve the proposal, pending its approval by the Authority’s Engineer and Solicitor; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

Loan Refinancing Credit
Mr. Harley requested that savings realizations be made to Rapho Township.

2008 Actual Administrative Agreement Audit
Mr. Harley request finalization of the 2008 audit regarding compensation for services for the period where the Authority did not have an administrator. The formula should be the difference between what was budgeted for 2008 and what was paid for 2008 divided in half. That figure should be credited to the Authority.

Executive Session
- Mr. Snavely entertained a Motion to adjourn to Executive Session to discuss personnel matters at 8:40p.m.; moved by Mrs. Horst, seconded Mr. Phillips. Motion passed unanimously.
- Mr. Snavely entertained a Motion to return from Executive Session at 9:00p.m.; moved by Mr. Roads, seconded by Mrs. Horst.

Additional Discussion
2010 Budget
Discussion was had on adding a new truck purchase to the budget.

Adjournment
- Mr. Snavely entertained a Motion to adjourn at 9:01p.m.; moved by Mrs. Horst, seconded by Mr. Phillips. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary
Call to Order
Mr. Snavely convened the meeting at 7:05p.m. with the Pledge of Allegiance.

Roll Call
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/Secretary Councilman Doug Shaub, and Member John Roads.

Staff
Office Staff: Authority Administrator Matthew E. Parido, Operations Manager David L. Fenicle, Recording Secretary/Utility Billing Administrator Candace L. Hoover
Engineering: Yves Pollart – Rettew Associates
Operations: Facility Manager Dennis Dragas – Miller Environmental, Inc.

Absent
Wade Baker

Approval of Minutes
September 17, 2009:
- Mr. Snavely indicated that on page 3 the regarding Payment Request #6 include to whom and what it was for.
- Mr. Snavely also requested that the approved proposal for the Fornio project be better defined in the Motion on page 4.
- Mrs. Horst requested that on page 2, the third Motion in read, “Mr. Snavely entertained a Motion to proceed with the pursuit of a site for the Interconnect other than MAEDC’s Lot #3; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.”

➢ Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.

Visitors
June Phillips – 128 Hoffer Way: Credit Request
- Mr. & Mrs. John & Joyce Kaczinski of East Petersburg attended on behalf of Ms. June Phillips. (They are Ms. Phillips’ daughter and son-in-law.) Mrs. Kaczinski reviewed Ms. Phillip’s billing history and the history of events at the property. There was a small leak with the toilet, but it was reported to the plumber.
- Mrs. Kaczinski reports that Ms. Phillips only earns $799 a month. If the amount of water illustrated on the bill was used, she believes, someone in the house would have heard it. Mrs. Kaczinski’s brother lives in the home periodically.
- There was inquiry about the probability of the water softener affecting the consumption. Mr. & Mrs. Kaczinski explained that the water softener was not stuck in regeneration; it was broken and turned off and therefore unable to affect consumption. The plumber’s invoice was received by staff, but the plumber did not send a letter stating the water was not processed in
the sewer system. Mr. Kaczinski noted that the plumber repaired the toilet and replaced the water softener.

- The current balance due is $1,701.98 (pre-penalty).
- It was presented for consideration that the board could put a lien on the property to clear the account, which would guarantee payment of the debt upon the transfer of the property.
- Mr. Snavely requested that Ms. Phillips approach the Community Action Program for assistance.
- Mr. Shaub would like the October penalty waived. The board is willing to consider waiver of penalty due to the customer’s cooperation with staff in trying to rectify the issues with the account. Mr. Harley feels Ms. Phillips should be subject to a portion of the penalty and recommended $25.00 in penalties remain on the account.

  ➢ Mr. Snavely entertained a Motion to waive the account penalty of $306.36 if Ms. Phillips agrees to a payment arrangement; moved by Mr. Shaub, seconded by Mr. Phillips, nay vote by Mr. Harley. Motion passed by a vote of 5-1.

Holly Pierre – 135 South Oak Street: Credit Request

- Mr. Pierre was not in attendance.

  ➢ Mr. Snavely entertained a Motion to continue to bill, fine, and commence shut offs with Mr. Pierre’s account per the standing rules, regulations, and fee schedule; moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously.

Reports

Engineer’s Report:

- WWTP Plant construction is going well, except for the discovery of 3” gas and a water service line that were not on the drawings, which were encountered during excavation. The mains run directly down the center of the building, and the change order to move them is $18,828.00. The engineers recommend approval of the change order.

  ➢ Mr. Snavely entertained a Motion to approve the change order, moved by Mr. Roads, seconded by Mrs. Horst. Motion passed unanimously.

- Mr. Pollart reported about a company called Energex. They manage the electrical grid system and would pay the Authority for using their generators during times where they request the Authority to pull its treatment plants off of the grid. Energex has only needed to make such a request once a year.
  - Mr. Roads believes that brown outs are going to increase.
  - Rettew will only need the electrical bills for the Water and Wastewater Plants to show the contact at Energex.
  - Mr. Snavely inquired about how compensation is dispersed to participants.
  - The generators at the WWTP can run for 36 hours.
  - The board agreed to investigate the scenario.
• **Influent Testing**: Flow samplers have been approved and are being obtained. This will have an affect on the flow and loading calculations.

**Operator’s Report**
Mr. Dragas was not present. Mr. Fenicle combined the Operator’s report with his own.

**Operations Manager’s Report**
- **Pug Mill**: The board would like to see a design for the whole project before approving the project in total or in phases.
  - Mr. Pollart supported a full design, which could take two months. The cost of designing will be remitted to the board in order to make a decision.
- **Kendig Booster Station**: Mr. Fenicle reported that the pumps are down. The fire pump is operating the station. The pumps are being repaired. The failure is normal wear and tear.
- **Sun Hill Water Tower**: The dedication is being handled by Solicitor Gray.
- **Rapho Letter**
  - Mr. Snively entertained a Motion to approve the draft letter regarding the proportionate reimbursement to Rapho Township for the 2008 refinancing; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

**Resolution 13-2009**
- Mr. Snively entertained a Motion to approve the Susquehanna Bank financing for the meter acquisition contingent upon the Solicitor’s ability to work out with the bank such modifications as are necessary to the bank’s standard forms to accommodate the inclusion of water meters and the verification of the $40.00 difference between the bid amount and the Payment Schedule; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.

- Confirmation was provided that the payments would be monthly for seven years with the first year deferred.
- Mr. Snively requested that Susquehanna Bank address all correspondence directly to the Authority Administrator.

**Administrator’s Report**
- **Street Department Building**: A draft lease for the land will be provided next month. Discussions were had on the layout for the building’s footprint and the setback it should have from the wetlands.
- **2010 Budget**: A draft budget will be provided for the November meeting.

**Vouchers**
Mr. Snively entertained a Motion to approve the vouchers in the amount of $299,236.13, moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.

**Payment Request #7**
Barley Snyder October invoice, October Rettew invoice, Gettle Electric Engineering, Wickersham Construction

- Mr. Snavely entertained a Motion to approve Payment Request #7 in the amount of $174,600.80; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

- Mrs. Horst shared that the anticipated journal entries have been made on the revenue and expense reports. Next month Mrs. Horst will start getting bank reconciliation summaries.
- **Investments Report:** Mr. Harley reports that the auditor would like to see ½ a year’s budget in the reserve accounts.
- **Auditing Firm Authorization:** The cost should be the same amount as 2009.
  
  - Mr. Snavely entertained a Motion to authorize Brown, Schultz, Sheridan, and Fritz as the 2010 auditing firm, moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously.

**New Business**

- Mr. Fenicle reported that a hydrant was hit on Main Street. The cost to repair the hydrant is $13K. Repairs will begin in the spring and will hopefully be covered by insurance.
- Mr. Snavely announced the sale of McFee breakfast tickets.

**Old Business**

The Administrative Agreement was signed into effect.

**Adjournment**

- Mr. Snavely entertained a Motion to adjourn at 8:52p.m., moved by Mr. Shaub, seconded by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary
MANHEIM BOROUGH AUTHORITY
Minutes of November 19, 2009 as amended at the December 17, 2009 meeting

Call to Order
Mr. Snavely convened the meeting at 7:00p.m. with the Pledge of Allegiance.

Roll Call
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, and Members John Roads, and Wade Baker.

Absent
Assistant Treasurer/Secretary Doug Shaub

Staff
Office Staff: Authority Administrator Matthew E. Parido, Operations Manager David L. Fenicle, and Recording Secretary/Utility Billing Administrator Candace L. Hoover
Engineering: Yves Pollart and Ryan Mastowski - Rettew Associates
Operations: Facility Manager Dennis Dragas - Miller Environmental, Inc.

Approval of Minutes
October 15, 2009
Mr. Harley requested that on page 3 the Motion under “Rapho Letter” be revised to include the purpose of the letter. The Motion was revised to read, “Mr. Snavely entertained a Motion to approve the draft letter regarding the proportionate reimbursement to Rapho Township for the 2008 refinancing; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.”

- Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mr. Roads, seconded by Mr. Phillips. Motion passed unanimously.

Visitors
Holly Pierre - 135 South Oak Street: Sewer Credit Request
Mr. Pierre described that he was on vacation and upon his return a neighbor reported that he had a broken pipe over the weekend. He called in to the office to explain that the excessive usage illustrated on the bill was due to a leak, because business was slow and was not associated to usage. He was told by Mrs. Hoover that the office could not do anything for his statement; however, provided the opportunity for him to address his case with the board.

The board reviewed the account notes provided by staff and heard Mr. Pierre’s case. Mr. Fenicle reviewed the current policy and Mrs. Hoover provided the current account balance and the amount of the balance that illustrated penalties. The board discussed providing a sewer credit of $299.16 and a penalty credit of $253.09 upon receipt of a letter from Haldeman Mechanical stating that the leak did not enter the sanitary sewer system.

John Bubernack - 115 Railroad Avenue (Jack’s Games); Credit Request
Mr. Bubernack shared his regular account usage history and cost. The most recent quarter’s bill was astronomically higher than normal. There are few employees and all of the piping in the building is exposed, so that a leak would be highly visible. He explained that he is very diligent in monitoring water and electric use, and employs a plumber. Mr. Bubernack stated that if anyone flushes the toilet, it can be heard throughout the building, because of how the plumbing is set up in the building.

Mr. Fenicle reviewed the notes taken by staff and the steps taken to read, replace, and bench test the meter.

Mr. Bubernack offered to pay his average bill or even his highest use bill over the past history, but not the amount on the last bill. The board reiterated that the bills are based on the meter readings and that an adjustment would have to be made based upon receipt of proof that water was leaked without entering the sewer system.

Mr. Snavely showed Mr. Bubernack how to read the usage on his statement in conjunction with his water meter. Mr. Bubernack gave the board permission to shut his water off, because he refuses to pay it.
Mr. Bubernack stated that his residence also experienced a high water meter reading. Mr. Phillips indicated that the re-reads taken at the residence are indicative of a leak.

Mr. Bubernack excused himself from the meeting. Mr. Parido shared that in discussions with Mr. Bubernack, Mr. Bubernack had stated that he had found a leak and had fixed it right away.

**Reports**

**Engineer’s Report**

**Water Meter Replacement Project**: Final legal documents are due in on Monday. Upon receipt, the Notice to Proceed will be issued.

**Energex**: Documents were provided to the board for review. They will have until February to decide whether or not to join. Mr. Fenicle will have more data available at the December meeting. Mr. Dragas reported that the generator is run for approximately 40 minutes each week as part of an exercise program.

**Sludge Conveyor System**: The design costs from Rettew would cost $17K without bidding services, but does not include any electrical or constructional design. Rettew would recommend it be constructed through change order. The construction is currently estimated to run $200K and will be recommended to be added later on in the Wastewater Treatment Plant (WWTP) Upgrade.

- Mr. Snavely entertained a Motion to proceed with the design of the sludge conveyor system including electrical and structural design to be constructed through change order with the current contractor for approximately $20K; moved by Mr. Roads, seconded by Mr. Phillips. Motion passed unanimously.

Mr. Pollart provided a change order summary. (See attached.) Construction is based on provided as-builts and the engineers are finding that the as-builts they were provided are not accurate. Change orders 6 through 8 have been encountered and require approval. The contractor has requested a 30-day extension based on the experienced delays. Mr. Pollart supports the figures and requests presented.

- Mr. Snavely entertained a Motion to approve Change Order #3 (Single Cantilever Slide Gate) in the amount of $2,162.00, Change Order #5 (T-3A & T-3B Revised Piping) in the amount of $16,434.00, Change Order #6 (MH Removal & Drain Line Tie-in) in the amount of $5,266.00, Change Order #7 (Remove existing foundation at new clarifier) in the amount of $3,591.00, and Change Order #8 (Remove existing structure - Oxic Ditch) in the amount of $55,003.00; moved by Mr. Roads, seconded by Mrs. Horst. Motion passed unanimously.

**In-Field Decisions**

- Mr. Snavely entertained a Motion to authorize Mr. Fenicle to approve WWTP Upgrade decisions without board approval in instances where it will delay construction for up to $10K in any one instance and not to exceed $25K in one month; moved by Mr. Roads, seconded by Mrs. Horst. Motion passed unanimously.

**Operator’s Report**

Mr. Dragas reviewed his reports. The Water Treatment Plant (WTP) was down for two days to repair a raw water line, but is now up and running. No issues were encountered with providing service to customers. Mr. Dragas excused himself from the meeting.

**Operations Manager’s Report**

Water meter equipment is scheduled for arrival in December. The operating computer and signaling towers will be put into place first.

Mr. Snavely notified the board that Mr. Fenicle can give the board tours of the WWTP Upgrade area.

**Administrator’s Report**

The contract for the $4.3 million grant funds has been received. Draws must be remitted as 66.6% of the total invoice.
Draft Lease: Mr. Parido will provide a draft lease agreement for the WTP land for the Public Works Building in December.

Financials
Authorization to Pay Vouchers:
Mr. Fenicle clarified for Mr. Baker that the overage on line 06.448.373 was for the High Street Project.

- Mr. Snively entertained a Motion to approve the vouchers in the amount of 291,448.45; moved by Mr. Harley, seconded by Mr. Baker.

Draw Request #8: Draw Request #8 was presented as $28,542.03 to Rettew Associates, $44,469.00 to Gettle Inc, and $113,798.00 to Wickersham Construction for the WWTP Upgrade Project.

- Mr. Snively entertained a Motion to approve Draw Request #8 in the amount of $73,011.03, as presented; moved by Mr. Harley, seconded by Mr. Baker. Motion passed unanimously.

New Business
2010 Water Budget: The water budget will be receiving an inter-fund transfer from the sewer budget. The increased revenue is due to the anticipation of the 100% accuracy of the new meters. Also, the account management services line will be changing.

2010 Sewer Budget: The board will be reviewing the documents provided (see attached) in order to approve the budget at the December meeting. The budget includes a camera truck to camera lines and a truck for the Operations Manager.

Mr. Harley indicated that the draft budget does not show the bottom line, which will show that the budgets will be in the red $178,400. Adjustments are going to be made. Mr. Snively requested that any large changes in the budget be highlighted for ease of location.

Questions from the board on the budget are to be remitted to staff and the remainder of the board, so that staff can assure all answers are provided to each member. Mr. Snively asked that the board be cognizant of the auditor’s recommendation to hold 6 months of the operational costs in reserve.

Old Business
Electric: Discussion was had on pursuing electrical pricing from competing companies. Discussion was had on various light saving and power saving techniques.

2008 Contract Services Audit: Mr. Harley would like the final audit numbers.

Executive Session
- Mr. Snively entertained a Motion to adjourn to Executive Session to discuss personnel matters at 9:37p.m.; moved by Mr. Phillips, seconded by Mrs. Horst. Motion passed unanimously.
- Mr. Snively entertained a Motion to adjourn from Executive Session at 10:07p.m.; moved by Mr. Phillips, seconded by Mrs. Horst. Motion passed unanimously.

Adjournment
- Mr. Snively entertained a Motion to adjourn at 10:07p.m.; moved by Mr. Phillips, seconded by Mrs. Horst. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover, Utility Billing Administrator
Call to Order
Mr. Snavely convened the meeting at 7:00p.m. with the Pledge of Allegiance.

Roll Call
Chairman Douglas Snavely, Vice Chairman Marc Phillips, Secretary Lin Harley, Treasurer Barb Horst, Assistant Treasurer/Secretary Douglas Shaub, and Members John Roads, and Wade Baker.

Staff
Office Staff: Authority Administrator Matthew E. Parido, Operations Manager David L. Fenicle, and Recording Secretary/Utility Billing Administrator Candace L. Hoover
Engineering: Yves Pollart and Ryan Mastowski - Rettew Associates
Operations: Facility Manager Dennis Dragas - Miller Environmental, Inc.

Approval of Minutes
November 19, 2009

- Mrs. Horst requested that the second sentence of the Operator’s Report be clarified by rewording it to read, “The Water Treatment Plant (WTP) was down for two days to repair a raw water line, but is now up and running.”
- Mr. Harley indicated that the November 19, 2009 date is missing from the top of the page.
  - Mr. Snavely entertained a Motion to approve the Minutes as amended; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

Visitors
- No visitors were present.

Reports

Engineer’s Report
- Mr. Pollart obtained a quote for the sequestering agent equipment for $1,589.00.
  - Mr. Snavely entertained a Motion to approve the purchase of the sequestering agent equipment in the amount of $1,589.00; moved by Mr. Roads, seconded by Mr. Harley. Motion passed unanimously.
- Mr. Pollart presented change orders in the amount of $55,190.00. ($42,349.00 for demolition of existing structures, $1,770.00 for the grouting of a sink hole, and $11,071 for additional stone for the oxidation ditch).
  - Mr. Snavely entertained a Motion to approve the presented change orders in the amount of $55,190.00; moved by Mr. Roads, seconded by Mr. Shaub. Motion passed unanimously.
- Flow monitoring from Rettew for Inflow & Infiltration for twelve weeks would cost $44,475.00. $50K was budgeted in the Inflow & Infiltration line item. Flow monitoring will help illuminate areas of concern, and should take three months. Once that is narrowed out, the areas of concern will be televised to check for system deficiencies.
- Discussion was held on the amount being spent on flow monitoring and whether or not there would be funds to make any corrections to deficiencies that are found. There is a line item to purchase a camera truck, which would provide the Authority with a means of televising at a low cost. Also, DEP is requiring the tests...
regardless of whether or not all of the repairs can be made.

- Mr. Snavely entertained a Motion to approve the flow monitoring at $44,475.00; moved by Mr. Harley, seconded by Mr. Roads. Motion passed unanimously.

**Operator’s Report**
- Mr. Dragas reviewed his reports. Mr. Dragas was excused upon confirmation that all inquires were addressed.

**Operations Manager’s Report**

**Camera Equipment**
- Mr. Fenicle reported on the information that he found while researching various types of camera trucks. He has spoken with Solicitor Gray and recently took a class on preparing a bid package for the camera truck. The Authority agreed to authorize Mr. Fenicle to move forward with bidding and purchasing a camera truck.

**Sun Hill Water Tower**
- The tower is still not dedicated. Mr. Fenicle hoping to have more to report next month.

**PA Warn**
- Mr. Snavely entertained a Motion to notify PA Warn that the board would remain members should PA Warn decide to charge a nominal fee for membership.

**Meter and Billing Dispute Procedures**
- The board would like for the Solicitor to review the documents prior to approval.

**Inflow & Infiltration**
- 120 million gallons over what was produced for consumption were being processed at the sewer plant. Approximately 13 million gallons worth were found and repaired through major projects. Discussion was had on the affect repairs will have on the system.

**Wastewater Treatment Plant Roofing Repairs**
- Mr. Fenicle recommends that a quote be received for the digester building roof from Wickersham Construction as they are already on site.

**Administrator’s Report**

**Public Works Building Draft Lease Agreement**
- A draft lease has been created and will be reviewed by the solicitors prior to presentation to the board.

**Farm Lease**
- The lease needs to be amended, because ½ of the land is on Authority land and ½ is on Borough land.

**Financials**

**Authorization to Pay Vouchers:**
- Mr. Snavely entertained a Motion to approve the vouchers in the amount of $117,433.18; moved by Mr. Phillips, seconded by Mr. Harley. Motion passed unanimously.

**Investments Report**
- Mr. Snavely inquired as to which projects had been paid for already. Mr. Fenicle indicated the projects that were paid for that he was aware of, and Mr. Parido noted that a more concise report is being generated that would provide that information for 2010.
Draw Request # 9
- Mr. Snavely requested that the most current draw be highlighted or otherwise marked to draw attention to the specific request that needs to be approved.
  - Mr. Snavely entertained a Motion to approve Draw Request # 9 in the amount of $331,055.99 dispersed to Gettle Electric in the amount of $8,199.00, Wickersham Construction in the amount of $267,995.00, and $54,861.99 to Rettew Associates; moved by Mr. Harley, seconded by Mr. Shaub. Motion passed unanimously.

Meter Replacement Project
- Mr. Fenicle reviewed two draw requests from Delta Engineering; the first, for the installed radio equipment, is for $37,786.73. The second request, for the delivered encoders, is for $297,945.90.
  - Mr. Snavely entertained a Motion to approve the draw for the radio equipment in the amount of $37,786.73; moved by Mr. Shaub, seconded by Mr. Roads. Motion passed unanimously.
  - Mr. Snavely entertained a Motion to approve the draw for the encoders in the amount of $297,945.90; moved by Mr. Roads, seconded by Mrs. Horst. Motion passed unanimously.

New Business
2010 Water Budget
- Discussion was had on the required of insurance on the meters. A figure has been plugged in as a worst case scenario for the purpose of approving the budget.

2010 Sewer Budget
- Mr. Harley noted that the budget is set to be approved at an approximate $200K deficit should all the anticipated capital items be completed in 2010.
  - Mr. Snavely entertained a Motion to approve the water budget for $1,099,642.50 and the sewer budget for $2,002,789.00; moved by Mr. Phillips, seconded by Mr. Roads. Motion passed unanimously.

Old Business
Energe
- Discussion was had on whether or not the board could enter into this agreement with the way their contract is written with Miller Environmental, Inc. MEI is looking for ways to conserve electricity as rates are anticipated to go up.

Adjournment
- Mr. Snavely entertained a Motion to adjourn the meeting at 8:40p.m.; moved by Mr. Harley, seconded by Mr. Shaub. Motion passed unanimously.

Respectfully Submitted,

Candace L. Hoover
Recording Secretary